

Mesa Union School District

Agenda for the Board Meeting of the Board of Trustees to be held on Tuesday, September 17, 2013, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066

The Special Board Meeting of the Board of Trustees will begin at 6:00 p.m. with closed session and approximately 6:30 p.m. for open session. A complete agenda packet is available at the District Office, 3901 North Mesa School Road, Somis, Monday and Tuesday prior to a regularly scheduled meeting and online at www.mesaschool.org.

1. CALL TO ORDER AND RECOGNITION OF A QUORUM:

Time _____	Present	Absent
Mrs. Susan Nemets, President	_____	_____
Mr. Steven Sullivan, Vice President	_____	_____
Mrs. Judith Thielemann, Board Clerk	_____	_____
Mr. Rick Murray, Trustee	_____	_____
Mr. Noel Camanag, Trustee	_____	_____
Dr. Michael Babb, Superintendent	_____	_____
Mr. Ryan Howatt, Principal	_____	_____
Mrs. Cindy Hansen, Chief Business Official	_____	_____
Mrs. Erica Magdaleno, Executive Assistant	_____	_____

2. ADOPTION OF AGENDA

Usually an agenda covers an entire session, in which case it is the order of business for that session and is adopted by majority vote of the assembly. Thereafter, no change can be made in the agenda except by a two-thirds vote or by unanimous consent. At the point of adoption of the agenda, any Board member or the superintendent can request that the agenda be re-ordered.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS:

At this time, any member of the public may address the Board concerning the closed session items. A person addressing the Board is urged to use not more than three (3) minutes of time.

4. CLOSED SESSION:

During this time, the Board may adjourn to closed session to discuss confidential material relating to:

- A. Personnel as it relates to 2013-2014 staffing authorized by Government Code §54957
- B. Negotiations as it relates to MUTA and MUST authorized by Government Code §3549.1

ADJOURN FROM CLOSED: Time _____

**RECONVENE IN PUBLIC
(Approximate time-6:30pm) Time: _____**

Report of Actions taken during closed session: The president of the Board will report on actions taken during closed session.

5. OFFICIAL OPENING - PLEDGE OF ALLEGIANCE

6. MINUTES

It is the recommendation of the district administration that the Board of Trustees approve the minutes of the Special Board Meeting and the Regular Board Meeting of August 20, 2013, as presented.

7. AUDIENCE TO ADDRESS BOARD OF TRUSTEES

Mesa Union School District

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PRESENTATIONS/COMMENTS BY THE PUBLIC. All individuals are invited to speak to the Board during public comment on matters related to the district. If you wish to address the Board, please plan to complete a Speaker Form prior to the start of the meeting. Forms are available in the District Office, at the Board meeting and online at www.mesaschool.org

8. SUPERINTENDENT AND PRINCIPAL'S REPORTS:

Superintendent:

- A. API/AYP report
- B. Student Assessment
- C. Hardship Facilities Appeal
- D. Technology update
- E. District of Choice

Principal:

- A. Student Engagement
- B. Datawise Update
- C. Junior High Schedule Update

9. BOARD MEMBERS' REPORTS AND COMMUNICATIONS:

- A. Correspondence
- B. Board members' reports and communications
- C. Board members' interests and concerns

10. DISCUSSION:

11. CONSENT AGENDA:

**Approval of Consent Agenda – All items on the Consent Agenda are to be approved as one motion unless a Board Member requests separate action on a specific item. Each item approved shall be deemed to have been read in full and adopted as recommended.*

- A. Purchase Orders – Mesa

It is the recommendation of the district administration that the Purchase Orders be approved as presented.

PLEASE SEE AGENDA ITEM 11A IN THE PACKET

- B. Check Register – Mesa

It is the recommendation of the district administration that the Check Register be approved as presented.

PLEASE SEE AGENDA ITEM 11B IN THE PACKET

- C. Statement of Revenues and Expenditures (August 2013)

It is the recommendation of the district administration that the Statement of Revenues and Expenditures be approved as presented.

PLEASE SEE AGENDA ITEM 11C IN THE PACKET

Mesa Union School District

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D. Current Enrollment Report

It is the recommendation of the district administration that the Enrollment Report be accepted as presented.

PLEASE SEE AGENDA ITEM 11D IN THE PACKET

E. Golden Valley Charter School Statement of Revenue and Expenditures

It is the recommendation of the district administration that the Statement of Revenue and Expenditures from the Golden Valley Charter School be approved as presented.

PLEASE SEE AGENDA ITEM 11E IN THE PACKET

12. ACTION/DISCUSSION ITEMS:

A. PUBLIC HEARING:

A Public Hearing at which the Board must make a determination by resolution as to whether each pupil in the district has sufficient instructional materials in reading/language arts, mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum frameworks. If the Board determines that the District does not meet the criteria then information on the reasons why the District does not meet the established criteria must be provided. At the same time the Board must outline the action that will be taken to ensure that each pupil will have sufficient materials.

CLOSED PUBLIC HEARING: Time: _____

B. Consideration of adoption of Resolution #13-14-03 Regarding the Sufficiency of Textbooks.

It is the recommendation of the district administration that the Board of Trustees adopt Resolution #13-14-03 Regarding the Sufficiency of Textbooks.

PLEASE SEE AGENDA ITEM 12B IN THE PACKET

C. Consideration of approval of the 8th grade field trip request to Museum of Tolerance on March 5, 2014.

It is the recommendation of the district administration that the Board of Trustees approve the 8th grade field trip request to the Museum of Tolerance on March 5, 2014.

PLEASE SEE AGENDA ITEM 12C IN THE PACKET

D. Consideration of adoption of the revised district goals and objectives reflecting public input from the regular board meeting of August 20, 2013, as presented or amended.

It is the recommendation of the district administration that the Board of Trustees adopt the revised goals and objectives reflecting public input, as presented or amended.

PLEASE SEE AGENDA ITEM 12D IN THE PACKET

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- E. Consideration of approval of the student teacher agreement with California State University, Channel Islands for the duration of July 1, 2013 through June 30, 2016.

It is the recommendation of the district administration that the Board of Trustees approve the student teacher agreement with California State University, Channel Islands for the period of July 1, 2013 through June 30, 2016.

PLEASE SEE AGENDA ITEM 12E IN THE PACKET

- F. First Reading for policy revisions.

It is the recommendation of the district administration that the Board of Trustees review the policies in sections 0000-9000. These policies will be placed on the September 2013 agenda for adoption.

PLEASE SEE AGENDA ITEM 12F IN THE PACKET

- G. Consideration of adoption of the updated board policies as presented or amended.

It is the recommendation of the district administration that the Board of Trustees adopt the updated board policies in sections 2000-3000.

PLEASE SEE AGENDA ITEM 12G IN THE PACKET

- H. Receive the initial proposal of the Mesa Union Teachers' Association to the Mesa Union School District for the 2013-2014 school year.

In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer and thereafter, shall be public record. The Mesa Union Teachers' Association hereby presents its initial proposal to the Mesa Union School District. This proposal shall be available for public review in District Office from September 18-October 14, 2013, and the public will have an opportunity to respond to this proposal at the next scheduled Board meeting.

It is the recommendation of the district administration that the Board of Trustees review the received initial proposal of the Mesa Union Teachers' Association to the Mesa Union School District for the 2013-2014 school year.

PLEASE SEE AGENDA ITEM 12H IN THE PACKET

- I. Receive the Initial Proposal of the Mesa Union School District to the Mesa Union Teachers' Association for the 2013-2014 school year.

In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer and thereafter, shall be public record. Mesa Union School District hereby presents its initial proposal to the Mesa Union Teachers' Association. This proposal shall be available for public review in the District Office from September 18-October 14, 2013, and the public will have an opportunity to respond to this proposal at the next scheduled Board meeting.

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It is the recommendation of the district administration that the Board of Trustees review the received initial proposal of the Mesa Union School District to the Mesa Union Teachers' Association for the 2013-2014 school year.

PLEASE SEE AGENDA ITEM 12I IN THE PACKET

- J.** Discussion and Review of the Common Core State Standards Spending Plan.

Dr. Babb would like to review and receive input from the board with regards to the Common Core State Standards Spending Plan.

13. PERSONNEL:

14. ITEMS FOR FUTURE CONSIDERATION

- A. Summer Facility Use
- B. MUTA Negotiation Sun shining proposal approval
- C. Common Core State Standards Spending Plan approval
- D. Peer Support Program
- E. After School Program

15. FUTURE MEETINGS

- A. October 15, 6:00 p.m.

16. ADJOURNMENT:

Time: _____

In accordance with requirement of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting.

Official Minutes of the August 20, 2013, Special Meeting of the Board of Trustees of the Mesa Union School District

Call to order	The August 20, 2013, Special Meeting of the Board of Trustees of the Mesa Union School District was called to order by President Nemets at 3:38 p.m., in the Multi-purpose Room.
Call	<p>Board members present were Susan Nemets, Rick Murray, Judith Thielemann, Steven Sullivan and Noel Camanag.</p> <p>Administration present were Dr. Babb, superintendent, Ryan Howatt, principal, Erica Magdaleno, executive assistant, and Cindy Hansen, chief business officer.</p>
Agenda	The agenda was adopted by common consent.
Public Comment on Closed Session	At 3:39 p.m., President Nemets asked for public comment on closed session items. Hearing none, she announced that the Board was going into closed session to discuss personnel as it relates to the 2013-2014 school year, negotiations as it relates to MUST and MUTA.
Reconvene to Open Session	At 4:02 p.m., the Board of Trustees returned to open session. President Nemets reported that the Board of Trustees had just returned from closed session where personnel as it relates to the 2013-2014 school year, and negotiations as it relates to MUST and MUTA were discussed. No action was taken.
Official Opening Pledge	President Nemets led the Pledge of Allegiance.
Minutes	The minutes of the Regular Board Meeting of June 18, 2013, were approved by common consent.
Superintendent's Report	<p>A. Student Assessment-Dr. Babb shared that CDE released the Standardized Testing and Reporting (STAR) Program statewide data on Thursday, August 8. Dr. Babb linked Mesa Union scores to last week's board memo. The information that is provided is raw data. The scores will be reviewed and presented at the community meeting this afternoon. The API/AYP scores have been received but expected in September. Students performed at about the same level as last year with a slight gain in math and slight decrease in English language arts. Office staff is putting together a report so administrators and teachers can analyze this information.</p> <p>B. Technology update- VCOE Technology department worked on the computer lab over summer and it is now ready to be used. The lab cart in junior high was also upgraded, and the GATE lab cart was consolidated. The old computers from the lab have been relocated to classrooms. The classroom computers were also upgraded with the recent OS and office, and memory was also added. Tim Hansen with VCOE also recommended upgrading half of the teacher's work stations so all devices are up to Windows 7. Tim Hansen will be providing pricing. Technology and Common Core State Standards funds will be used to make the upgrades.</p> <p>C. Summer School- Migrant summer program was active and engaging. Teachers collaborated to create interdisciplinary units on several countries (Scotland and Japan), with trips, guests, cooking, writing, art, math and science. The program ended two weeks ago.</p>
Principal's Report	<p>A. Jr. High schedule- Mr. Howatt shared that during the 2012-2013 school year, he and teachers began creating a student-centered junior high school schedule that would reduce tracking, increase time in all academic subjects, and provide students with regular opportunities for exploration and intervention. These goals are reached through several changes. The number of periods was reduced from six to five, increasing the length of time in academic subjects to 56 minutes. In addition, students meet before lunch each day for intervention, enrichment or silent reading. A 56-minute daily period PE provided much more than the required 20 minutes per day, so on the new schedule students meet for PE every other day and for an exploratory period on the other. This exploratory period, which meets by grade level, will cover topics that include health and well-being, student leadership and communication, critical thinking routines and exercises, study sports, and science fair assistance for 6th and 7th grade. Mrs. Grogan and Mrs. Dwork will be working with the higher level English learners every day.</p> <p>Trustee Nemets requested clarification on how the new schedule would affect PE and electives.</p> <p>Mr. Howatt clarified that electives have been replaced with exploratory. Mrs. Hanley will be teaching 8th grade exploratory and Ms. Wiley will be teaching the same exploratory to 6th and 7th grade. Mr. Howatt also shared that student would also have 35 minutes a day where they would have SSR, intervention, enrichment, or ELD.</p>

B. Staff Development Plan 2013-2014- Mr. Howatt shared that the focus for this year's staff development will be on writing. Mr. Howatt shared that having attended a SCWriP series in 2009 he wanted to reintroduce it to Mesa. With the help of Mr. Demaria, Tim Dewar, SCWriP director at USCB, will be helping to develop a customized approach to improve writing instruction, lesson design, and professional development around writing.

C. Common Core Update- Mr. Howatt shared that he and Dr. Babb are encouraging the teaching and learning to reflect an approach that fosters a deeper level of understanding and a multi-disciplinary approach to teaching and learning. Mr. Howatt shared this year he would like to implement using the Smarter Balanced assessments in the spring.

Trustee Sullivan inquired on what percent of schools will be using the Smarter Balance Assessment verses the CST's.

Dr. Babb will follow up, and provide an update at the next meeting.

Trustee Nemets shared concerns regarding high school placement. Many schools use the CST's for placements. With the potential dip in scores, students will be affected.

Trustee Thielemann shared the same concern and the effects that students may have for high school and college.

A. Correspondence

Trustee Nemets shared that the Fitch Ratings for the Bond were received. There were no comments.

Trustee Nemets shared that a letter from the County of Ventura was received regarding the budget being accepted and noting that the district is still deficit spending.

B. Board members' reports and communications

Trustee Thielemann shared that some families have had the need to leave the district due to the lack of afterschool programs. Trustee Thielemann suggested implementing a program so that more working parents are able to have their children attend the school.

C. Board members' interests and concerns

Trustee Sullivan shared his interest in having a peer tutoring and support program available to students.

Cindy Hansen presented on the Local Control Accountability Plan (LCAP).

Trustee Camanag arrived at 4:29 p.m.

Consent Agenda:

The Consent Agenda was approved by common consent.

Purchase Orders \$566, 372.92

Checks totaling \$424, 804.78

Enrollment 662

Action/Discussion:

President Nemets opened the Public Hearing at 5:06 p.m., for the purpose of taking public input on naming the library the "Mary M. Daley Library". There was no comment.

Mrs. Laura Edhardt, PFO president shared with the board the proposed plan regarding the events that will take place in honoring Mrs. Daley.

President Nemets closed the Public Hearing at 5:06 p.m.

On motion of Trustee Sullivan, seconded by Trustee Murray and carried with a 5-0-0 vote, Resolution #13-14-

**Board Members'
Reports and
Communications**

Discussion

Consent Agenda

Action/Discussion:

Public Hearing

Official Minutes of the August 20, 2013, Special Meeting of the Board of Trustees of the Mesa Union School District

Resolution #13-14-02	02 Naming the Library the "Mary M. Daley Library" was adopted as amended.
2012-2013 Unaudited Actuals	<p>Cindy Hansen, CBO provided a presentation on the 2012-2013 Unaudited Actuals.</p> <p>On motion of Trustee Sullivan, seconded by Trustee Camanag and carried with a 5-0-0 vote, the 2012-2013 Unaudited Actuals were accepted.</p>
Resolution #13-14-01	<p>On motion of Trustee Thielemann, seconded by Trustee Sullivan and carried with a 5-0-0 vote, Resolution #13-14-01 Gann Limit was adopted.</p>
2013-2014 Unaudited Actuals	<p>On motion of Trustee Sullivan, seconded by Trustee Murray and carried with a 5-0-0 vote, the 2013-2014 Unaudited Actuals Education Protection Act Expenditures was approved.</p>
Atkinson, Andelson, Loya, Ruud & Romo	<p>On motion of Trustee Murray, seconded by Trustee Sullivan and carried with a 5-0-0 vote, the agreement with Atkinson, Andelson, Loya, Ruud & Romo, Attorneys at Law, for special services for the period of 2013-2014 was approved.</p>
Consolidated Application (CARS) 2013-2014	<p>On motion of Trustee Sullivan, seconded by Trustee Thielemann and carried with a 5-0-0 vote, the Consolidated Application (CARS) Part I for 2013-2014 was approved.</p>
Annual Declaration of Need	<p>On motion of Trustee Thielemann, seconded by Trustee Murray and carried with a 5-0-0 vote, the Annual Declaration of Need for 30 day Substitute teachers was accepted.</p>
Occupational Therapist	<p>On motion of Trustee Thielemann, seconded by Trustee Sullivan, and carried with a 5-0-0 vote, the agreement for occupational therapist services was approved.</p> <p>On motion of Trustee Murray, seconded by Trustee Camanag, and carried with a 5-0-0 vote, the MOU agreement between Ventura County Office of Education and Mesa Union School District for staff development services for certificated staff for the 2013-2014 school year was approved.</p>
Agreement with VCOE 2013-2014 Salary Schedule	<p>On motion of Trustee Camanag, seconded by Trustee Murray, and carried with a 5-0-0 vote, the 2013-2014 salary schedule was approved.</p>
2013-2014 Bell Schedule	<p>On motion of Trustee Sullivan, seconded by Trustee Camanag, and carried with a 5-0-0 vote, the 2013-2014 bell schedule was approved.</p>
2013-2014 Staff Schedule	<p>On motion of Trustee Sullivan, seconded by Trustee Thielemann, and carried with a 5-0-0 vote, the 2013-2014 staff schedule was approved as amended.</p>
Quarterly Report	<p>On motion of Trustee Thielemann, seconded by Trustee Camanag, and carried with a 5-0-0 vote, the Quarterly Report on Williams Uniform Complaints regarding textbooks and instructional materials, teacher vacancy or misassignments and facilities conditions was accepted.</p>
Board Policies 1st	<p>The Board of Trustees was provided with Board Policies for first review to be brought for approval at the September 2013 Board meeting.</p>
Board Policy Adoption	<p>On motion of Trustee Sullivan, seconded by Trustee Murray, and carried with a 5-0-0 vote, the Board of Trustees adopted the policy updates as presented and amended.</p>
CSBA Annual Conference	<p>The Board of Trustees was provided with information regarding the CSBA Annual Conference which will be held December 5-7, 2013.</p>
Personnel	<p>Personnel:</p> <p>A. On motion of Trustee Thielemann, seconded by Trustee Sullivan, and carried with a 5-0-0 vote, the ratification of hiring Terri Alkire as a temporary 6th grade self-contained classroom teacher for the</p>

2013-2014 school year was approved.

- B. On motion of Trustee Murray, seconded by Trustee Sullivan, and carried with a 5-0-0 vote, the ratification of hiring Alina Poberezhskiy as a school psychologist for the 2013-2014 school year was approved.
- C. On motion of Trustee Sullivan, seconded by Trustee Thielemann, and carried with a 5-0-0 vote, the amended board authorization for Dr. Dunn to teach Life Science to 7th grade was approved.

Future Meetings

September 17, 2013

Adjournment

Trustee Nemets adjourned the Special Board Meeting at 5:59 p.m., Trustee Nemets announced that Board would take a short break for dinner and return to the Regular Board Meeting at approximately 6:30 p.m.

Call to order	The regular meeting of the Board of Trustees of the Mesa Union School District was called to order by Susan Nemets at 6:40 p.m., August 20, 2013, in the Mesa Union School Multi-Purpose Room.
Roll Call	<p>Board members present were Susan Nemets, Rick Murray, Judith Thielemann, Noel Camanag, and Steven Sullivan.</p> <p>Administration present: Dr. Michael Babb, superintendent; Erica Magdaleno, executive assistant, and Ryan Howatt, principal.</p> <p>Staff present: Christie Mitchell, Dr. Debby Dunn, Robin Webster, teachers; Karen Kerper and Sara Bisnette, instructional assistants; Irene Ramirez, office manager.</p> <p>Community members present: Laura Erhardt, Parent Faculty Organization, Mrs. Estela Garcia, ELAC/Program, Estefania Garcia, student, and Stan Papa, Mesa Education Foundation.</p>
Pledge	President Nemets led the Pledge of Allegiance.
Agenda	On common consent the agenda was adopted as presented.
Public Comment	There were no public comments.
Study Session- Setting Board Goals & Objectives	The Board of Trustees of the Mesa Union School District participated in a meeting of the community. The group discussed MUSD mission and vision and reviewed a document, <i>Mesa by the Numbers</i> , which summarized student achievement and demographic data and district financial and staffing information. Dr. Babb made a presentation on Common Core State Standards, STEM and important concepts related to 21 st Century learning. The group then participated in an activity where they gave the board input regarding draft 2013-2014 district goals and objectives. Superintendent Babb told the group he would compile notes from the input gathering activity to produce a document for board review and distribution to the other members of the group.
Closed Session	There were no closed session items.
Future Meetings	September 17, 2013
Adjournment	There being no further items of business, the meeting was adjourned at 8:08 p.m.

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2012 - 13 Accountability Progress Reporting (APR)



Local Educational Agency (LEA) Report Growth API 2013 Growth Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
8/29/2013

LEA: Mesa Union Elementary
LEA Type: Elementary
County: Ventura
CD Code: 56-72470

2013 Growth API Links:

LEA Chart
LEA Demographic Characteristics
LEA Content Area Weights
LEA List of Schools
County List of Schools

(An LEA is a school district, county office of education, or statewide benefit charter.)

2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

Growth API target information is not applicable to LEAs or to schools that do not have a valid 2012 Base API.

Groups	Number of Students included in 2013 API	Numerically Significant in Both Years	2013 Growth	2012 Base	2012 - 13 Growth
LEA-wide	493		861	858	3
Black or African American	20	No	828	863	
American Indian or Alaska Native	2	No			
Asian	17	No	923	909	
Filipino	10	No			
Hispanic or Latino	269	Yes	814	805	9
Native Hawaiian or Pacific Islander	3	No			
White	161	Yes	929	930	-1
Two or More Races	11	No	938		
Socioeconomically Disadvantaged	202	Yes	786	757	29
English Learners	108	Yes	756	751	5
Students with Disabilities	40	No	714	712	

Click on the column header to view notes.

In order to meet federal requirements of the Elementary and Secondary Education Act (ESEA), a 2013 Growth API is posted even if a school or LEA had no 2012 Base API. However, the presentation of actual growth would not be appropriate

and, therefore, is omitted.

Direct-funded charter schools are not included in the LEA Report.

"N/A" means a number is not applicable or not available due to missing data.

******** means this API is calculated for a small LEA, defined as having between 11 and 99 valid Standardized Testing and Reporting (STAR) Program test scores included in the API. APIs based on small numbers of students are less reliable and, therefore, should be carefully interpreted.

The federal Adequate Yearly Progress (AYP) requirement for the API is: a 2013 Growth API of 770 OR a one-point increase from the 2012 Base API to the 2013 Growth API for a school or LEA.

Two or More Races: – “Two or More Races” student group. Assessment results for students without valid Statewide Student Identifiers (SSIDs) were assigned to this student group for the initial API release. Therefore, the Growth API for the “Two or More Races” student group is likely to change and will be reflected in the updated API reports released in January 2014.

Missing All Student Data – All subgroup data are missing if the LEA informed the CDE of a potential data error in at least one race or ethnicity category.

Missing Special Population Student Data – Socioeconomically Disadvantaged and English Learners students groups with missing API data and a “No” under the “Met Student Growth Target” column indicates that there was a decrease in the number of students in the group by at least 20 percent from the 2012 Base API to the 2013 Growth API, or the LEA reported a potential data error with one or more these student groups. Demographic data corrections made through the California Longitudinal Pupil Achievement Data System of (CALPADS) or assessment-related data corrections (such as accommodations, modifications, or fields specific to the testing administration process) made through the testing contractor will be reflected in the updated API reports released in January 2014.

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2012 - 13 Accountability Progress Reporting (APR)



Local Educational Agency (LEA) Chart 2013 Growth Academic Performance Index Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
8/29/2013

LEA: Mesa Union Elementary
LEA Type: Elementary
County: Ventura
CD Code: 56-72470

2013 Growth API Links:

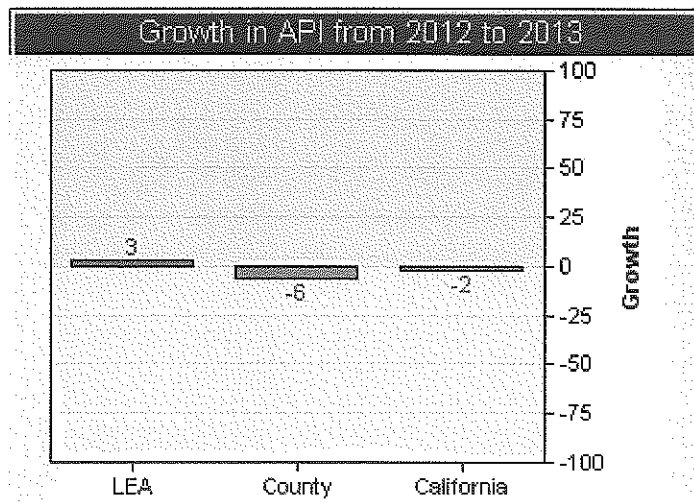
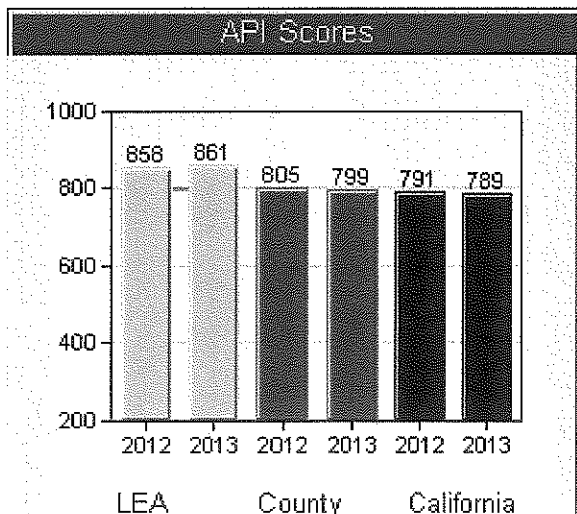
- [LEA Report - Growth API](#)
- [LEA Demographic Characteristics](#)
- [LEA Content Area Weights](#)
- [LEA List of Schools](#)

(An LEA is a school district, county office of education, or statewide benefit charter.)

2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

2012 Base API	2013 Growth API	Growth in the API from 2012 to 2013
858	861	3

API growth target information is not applicable to LEAs or to schools that do not have a valid 2012 Base API.



— Statewide Performance Target for Schools = API of 800 or Above

LEA: Mesa Union Elementary

2012 -13 Accountability Progress Reporting (APR)



Local Educational Agency (LEA) Demographic Characteristics 2013 Growth Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
8/29/2013

2013 Growth API Links:

LEA: Mesa Union Elementary
LEA Type: Elementary
County: Ventura
CD Code: 56-72470

- LEA Report - Growth API
- LEA Chart
- LEA Content Area Weights
- LEA List of Schools
- County List of Schools

(An LEA is a school district, county office of education, or statewide benefit charter.)

2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

LEA Demographic Characteristics

These data are from either the California Longitudinal Pupil Achievement Data System (CALPADS) or the 2013 Standardized Testing and Reporting (STAR) Program student answer document.

	<u>Percent</u>		<u>Percent</u>
Ethnic/Racial* (CALPADS)		Enrollments** (STAR)	
Black or African American	4	Grade 2	15
American Indian or Alaska Native	0	Grades 3-5	44
Asian	3	Grade 6	14
Filipino	2	Grades 7-8	27
Hispanic or Latino	55	Grades 9-11	0
Native Hawaiian or Pacific Islander	1	<i>**This is a percentage of all enrollments in grades 2-11.</i>	
White	32	Parent Education Level (STAR)	
Two or More Races	3	Percentage with a response***	93
<i>*These percentages may not sum to 100 due to responses of: other, multiple, or non-response.</i>		Of those with a response:	
Eligible for Free or Reduced-Price Lunch (CALPADS)	41	Not a high school graduate	7
		High school graduate	17
		Some college	23
		College graduate	30
		Graduate school	>
Participants in Gifted and Talented Education Program (STAR)	15	<i>***This is the percentage of CALPADS records with stated parent education level information.</i>	

Average

Participants in Migrant Education Program (STAR)	2	Average Parent Education Level (STAR)	<u>3.46</u>
English Learners (CALPADS)	20	<i>The average of all responses where "1" represents "Not a high school graduate" and "5" represents "Graduate school."</i>	
Reclassified Fluent-English-Proficient (RFEP) Students (CALPADS)	3	Average Class Size (CALPADS)	
		<u>Grades</u>	<u>Average</u>
Students with Disabilities (STAR)	8	K-3	21
		4-6	25
		Core academic courses in departmentalized programs	3
Continuous Enrollment			<u>Number</u>
<u>School, (CALPADS)</u>	97	Enrollment in Grades 2-11 on First Day of Testing (STAR)	507
<u>LEA, (CALPADS)</u>	97		
<i>These are the percentages of students who were counted as part of the school's or LEA's enrollment on the October 2012 CALPADS data collection and who have been continuously enrolled since that date.</i>		Students Exempted from STAR Testing Per Parent Written Request (STAR)	0
		Number of Students Tested (STAR)	507
Fully-Credentialed Teachers**** (CCTC)	100		
Teachers with Emergency Credentials**** (CCTC)	0		
**** California Commission on Teacher Credentialing			

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2012-13 Accountability Progress Reporting (APR)



Local Educational Agency (LEA) Report 2013 Adequate Yearly Progress (AYP) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
8/29/2013

LEA: Mesa Union Elementary
LEA Type: Elementary
County: Ventura
CD Code: 56-72470

2013 AYP and PI Links:

- LEA Chart
- LEA PI Status and Grade Spans
- Cohort Graduation Rates
- LEA List of Schools
- County List of Schools

(An LEA is a school district, county office of education, or statewide benefit charter.)

2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

Made AYP: No
Met 14 of 21 AYP Criteria

California Alternate Performance Assessment (CAPA)

	Percent Proficient and Above	Above 1.0	Exception Approved
English-Language Arts	0.0	No	
Mathematics	0.0	No	

California Modified Assessment (CMA)

	Percent Proficient and Above	Cap	Above Cap
English-Language Arts	1.4	3.0	No
Mathematics	1.7	3.0	No

Participation Rate

GROUPS	English-Language Arts Target 95%					Mathematics Target 95%				
	<u>Met all participation rate criteria? Yes</u>									
	Enrollment First	Number of	Met 2013	AYP Criteria	Alternative Method	Enrollment First	Number of	Met 2013	AYP Criteria	Alternative Method
LEA-wide	507	507	100	Yes		507	507	100	Yes	

LEA-wide	2012	2013	100	Yes	2012	2013	100	Yes
Black or African American	20	20	100	--	20	20	100	--
American Indian or Alaska Native	2	2	100	--	2	2	100	--
Asian	17	17	100	--	17	17	100	--
Filipino	10	10	100	--	10	10	100	--
Hispanic or Latino	280	280	100	Yes	280	280	100	Yes
Native Hawaiian or Pacific Islander	3	3	100	--	3	3	100	--
White	162	162	100	Yes	162	162	100	Yes
Two or More Races	13	13	100	--	13	13	100	--
Socioeconomically Disadvantaged	206	206	100	Yes	206	206	100	Yes
English Learners	111	111	100	Yes	111	111	100	Yes
Students with Disabilities	40	40	100	--	40	40	100	--

Percent Proficient - Annual Measurable Objectives (AMOs)

GROUPS	English-Language Arts Target 89.2 % <u>Met all percent proficient rate criteria? No</u>					Mathematics Target 89.5 % <u>Met all percent proficient rate criteria? No</u>				
	Valid	Number	Percent	Met	Alternative	Valid	Number	Percent	Met	Alternative
	Scores	At or	At or	2013		Scores	At or	At or	2013	
LEA-wide	493	329	66.7	No		493	350	71.0	Yes	<u>SH</u>
Black or African American	20	11	55.0	--		20	14	70.0	--	
American Indian or Alaska Native	2	--	--	--		2	--	--	--	
Asian	17	13	76.5	--		17	16	94.1	--	
Filipino	10	--	--	--		10	--	--	--	
Hispanic or Latino	269	149	55.4	No		269	166	61.7	Yes	<u>SH</u>
Native Hawaiian or Pacific Islander	3	--	--	--		3	--	--	--	
White	161	135	83.9	No		161	133	82.6	Yes	<u>SH</u>
Two or More Races	11	9	81.8	--		11	10	90.9	--	
Socioeconomically Disadvantaged	202	97	48.0	No		202	110	54.5	No	
English Learners	108	46	42.6	No		108	52	48.1	No	
Students with Disabilities	40	16	40.0	--		40	19	47.5	--	

Two or More Races: Schools and local educational agencies will be making demographic changes to the "Two or More Races" student group. Assessment results for students without valid Statewide Student Identifiers (SSIDs) were assigned to this student group for the initial AYP release. Therefore, the results for the "Two or More Races" student group is likely to change and will be reflected in the updated AYP reports released in January 2014.

Academic Performance Index (API) - Additional Indicator for AYP

2012 Base API	2013 Growth API	2012-13 Growth	Met 2013 API Criteria	Alternative Method
858	861	3	Yes	

2013 API Criteria for meeting federal AYP: A minimum "2013 Growth API" score of 770 OR "2012-13 Growth" of at least one point.

Graduation Rate Goal: 90 Percent

Graduation Rate data not available.

Current Year: Graduation Rate Results

Graduation Rate data not available.

Graduation Rate Criteria: (1) met or exceeded the goal of 90%, or (2) met the fixed target graduation rate, or (3) met the variable target graduation rate. Fixed and variable target graduation rates are calculated for local educational agencies and schools that have not reached the 90% goal.

2012-13 Accountability Progress Reporting (APR)



Local Educational Agency (LEA) Chart 2013 Adequate Yearly Progress (AYP) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
8/29/2013

LEA: Mesa Union Elementary
LEA Type: Elementary
County: Ventura
CD Code: 56-72470

2013 AYP and PI Links:

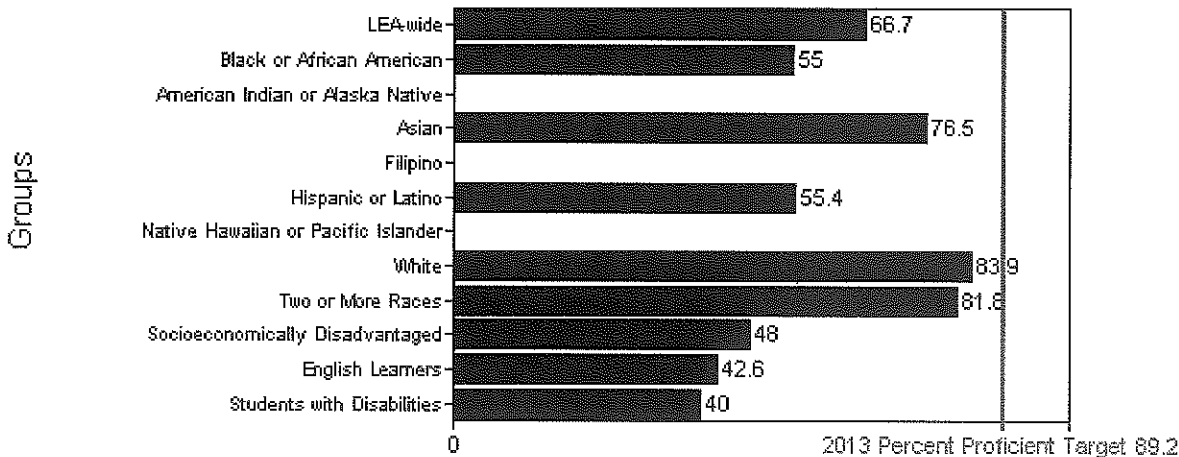
- [LEA Report](#)
- [LEA PI Status and Grade Spans](#)
- [LEA List of Schools](#)
- [County List of Schools](#)

(An LEA is a school district, county office of education, or statewide benefit charter.)

2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

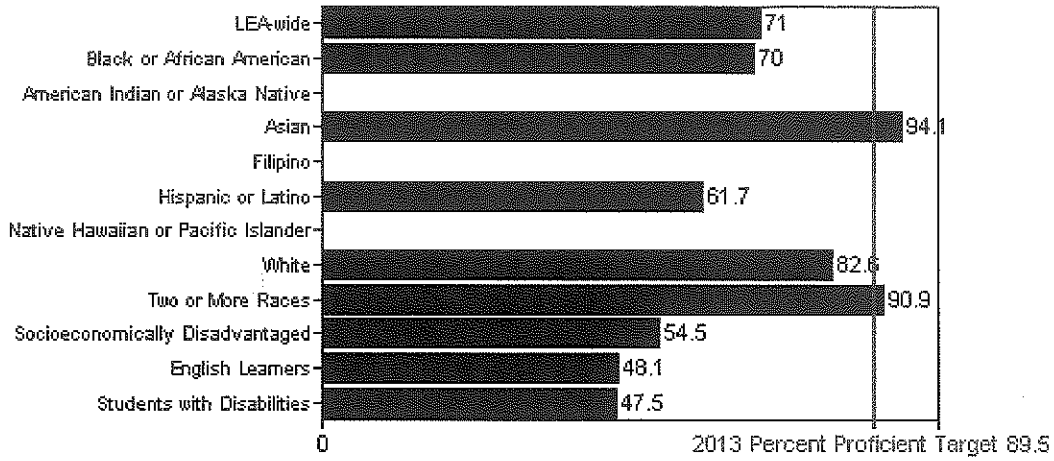
Made AYP:	No
Met AYP Criteria:	English-Language Arts Mathematics
Participation Rate	Yes Yes
Percent Proficient	No No
Academic Performance Index (API)	Yes
- Additional Indicator for AYP	
Graduation Rate	N/A

English-Language Arts - Percent At or Above Proficient



Mathematics - Percent At or Above Proficient

Groups



2012-13 Accountability Progress Reporting (APR)



Local Educational Agency (LEA) Report PI Status and Grade Spans 2013-14 Program Improvement (PI) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
8/29/2013

LEA: Mesa Union Elementary
LEA Type: Elementary
County: Ventura
CD Code: 56-72470

2013 AYP and PI Links:

- [LEA Chart](#)
- [LEA Report](#)
- [LEA List of Schools](#)
- [County List of Schools](#)

(An LEA is a school district, county office of education, or statewide benefit charter.)

2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

PI Status: Not In PI

PI Placement 2013-14:
Prior PI Placement:
First Year of PI Implementation:
Special Conditions:

Met Adequate Yearly Progress (AYP) Criteria

	English-Language Arts	Mathematics	Academic Performance Index (API)	Graduation Rate
2012	No	No	Yes	N/A
2013	No	No	Yes	N/A

Met Grade Span Criteria

	English-Language Arts	Mathematics	Grade Span Reports
2012	Grades 2-5	No	No
	Grades 6-8	Yes	No
	Grade 10		
2013	Grades 2-5	No	No
	Grades 6-8	No	No

Grade 10

Grade 10

August 7, 2013

Dr. Michael Babb
District Representative
Mesa Union Elementary School District
3901 North Mesa School Road
Somis, CA 93066

Dear Dr. Babb:

The Office of Public School Construction (OPSC) has reviewed your appeal for OPSC application number 51/72470-00-001. This letter is intended to serve as a notification of the OPSC position on the issues associated with the appeal.

The District has submitted a request for the following:

1. Switch funding from a Facility Hardship replacement project (50/50 matching share basis) to an Excessive Cost Hardship project for rehabilitation costs (60/40 matching share basis).
2. Funding for change orders that were not previously funded under the Facility Hardship project.

The District believes that it was funded as a Facility Hardship replacement project in error and should have been funded as an Excessive Cost Hardship rehabilitation project, which would have only required a 40 percent matching share rather than a 50 percent matching share. The District is also requesting \$231,447 in additional funding for change orders that were issued after the District received an unfunded approval of its Facility Hardship application for Mesa Union Elementary, OPSC application number 51/72470-00-001. The project received an apportionment in December 2010.

Request Item #1

Staff agrees with the District's first request that the funding method could be amended. If the District wishes to pursue this amendment, Staff can prepare a funding item for the August 28, 2013 State Allocation Board (Board) as part of the consent agenda. However, the site acquisition grants must be excluded from the funding request, because statute specifically prohibits the use of modernization funds for site acquisition. Education Code Section 17074.25 states in part, "A modernization grant may not be used for the costs associated with acquisition of real property...." Excessive Cost Hardship rehabilitation projects are funded from modernization bond authority.

If the District chooses to proceed with this option, the following would apply:

- The project would continue to be eligible for all costs previously approved, except site acquisition.
- The project would maintain its original received date and therefore be at the top of the unfunded list.

The charts below provide a comparison of the funding provided previously and the potential funding the District could receive if this action is taken:

Funding Provided		⇒	Alternative Funding Option	
Total Project Cost	State Share at 50%		Estimated ECHG Total Project Cost	State Share at 60%
\$3,953,632	\$1,976,632	\$3,381,827	\$2,029,096	

If the District elects to choose to pursue the proposed action, Staff will consider Request Item #1 to be administratively resolved, leaving only Request Item #2 to be addressed as the appeal.

Request Item #2

The OPSC has also reviewed the District’s request to provide additional funding for the unforeseen field change orders. The District has claimed that the Excessive Cost Hardship Grant (ECHG) under SFP Regulation Section 1859.83 is not subject to the full and final provisions outlined in Education Code. However, Staff has reviewed this regulation section and found no language that supports the District’s claim. Therefore, Staff’s position is that this project is subject to the full and final provisions of Education Code Section 17070.63.

The following sections present a full discussion of the Staff position on this request.

Background

At the May 2007 Board meeting, the District received conceptual approval for a rehabilitation project (58/72470-00-001) at the Mesa Union Elementary School. The approval was based upon two serious health and safety issues consisting of a high volume highway traffic and high-pressure natural gas pipeline adjacent to the school’s playgrounds. The approved mitigation measures primarily included (1) a protective blast wall, (2) improved site ingress/egress and parking areas, and (3) relocation of the playgrounds.

At the December 10, 2008 Board meeting, the District received a 12-month time extension that allowed the District until November 23, 2009 to submit a full funding application.

At the June 23, 2010 Board meeting the District received a revised conceptual approval and unfunded approval for the project. The purpose of the revised conceptual approval was to convert the District’s application from an Excessive Cost Hardship rehabilitation project to a Facility Hardship replacement project for the purposes of providing site acquisition funding. This action resulted in the OPSC application number being changed from 58/72470-00-001 to 51/72470-00-001.

The project received an apportionment at the December 2010 Board meeting, and the District received a fund release in January 2011.

On August 22, 2011, the OPSC received a letter from the District requesting additional funding due to unforeseen field change orders that occurred during the construction process. The change orders included the following:

- Trenching, sleeving, and conduit to supporting underground power and low voltage cabling.
 - Extending storm water lines to a new catch basin.
 - Replacement of deteriorated courtyard concrete slab.
 - Relocation of a gas line.
 - Move dirt twice.
 - Replacement of a damaged flagpole.
 - New lighting for the flagpole.
 - Additional excavation and changes to non-structural concrete pavement
- as recommended by the geotechnical engineer.
 - Change in parking lot lighting poles.
 - Adjustments and additions to the storm drain lines and catch basins.
 - Encasement of underground utility lines.
 - Site grading.
 - Additional irrigation valves
 - Change in blast wall footing.

The OPSC sent a response on September 8, 2011 stating that the OPSC is unable to provide additional funding for increased in costs to the project due to the full and final limitations set by Education Code 17070.63.

A representative from the District called OPSC on June 4, 2012 requesting further review of the change orders eligibility for funding. The OPSC then conducted a thorough review of the change orders and compared them to the DSA-approved construction plans and the originally approved project. The OPSC also reviewed the requested items to see if they would be eligible for the Facility Hardship program as stand-alone projects. The review concluded that the project expenditures were subject to the full and final limitations set by Education Code 17070.63 and the project expenditures would not be eligible stand-alone project costs for Facility Hardship funding should the District choose to file a separate application.

On March 18, 2013 the District submitted a School District Appeal Request (Form SAB 189) to the OPSC to request funding for the unforeseen change orders and stated that the District believes they were funded as a replacement project in error and should have been funded as an Excessive Cost Hardship Grant rehabilitation project that would have had a lower District matching share.

Through conversations with the District, the District is also requesting costs for the purchase and installation of a traffic signal that is located at the entrance to the school.

District Position

The District makes the following contention in its Form SAB 189:

“Each of the additional expenses requested as part of the appeal is outside of the scope of full and final because the facility hardship program and regulation section 1859.83 allows for reimbursement for legitimate additional expenses when the expenses are part of the minimum work necessary to mitigate the health and safety threats inherent in the original application.”

Staff Position

Analysis for District Position

The Education Code section 17070.63 states, "The total funding provided under this chapter (the Leroy F. Green School Facilities Act of 1998) shall constitute the state's full and final contribution to the project and for eligibility for state facilities funding..." In addition, when the District submitted the Authorization for Fund Release (Form SAB 50-05) the District certified that, "The grant amount provided by the State, combined with local matching funds or the Joint-Use Partner's financial contribution, are sufficient to complete the school construction project."

These types of unforeseen expenses cannot be considered an error or omission on the part of the District or the OPSC. The items were not available for review at the time the application was being processed; therefore they were not inadvertently omitted or denied. Consequently, the project cannot be treated as such.

Staff can find no statutory or regulatory support for the District's claim that Facility Hardship or Excessive Cost Hardship Grant projects are exempt for the full and final provision of the Education Code. Therefore, there is no mechanism to provide the additional requested grants as part of the original application.

Alternative Funding Option

If the District wishes to receive the additional funding associated with the project change orders, there is a mechanism to do so. The District could rescind the current application and reapply for funding. With this option, the District must complete the following steps:

- Rescind the existing Facility Hardship application number 51/72470-00-001.
- Return the funds received to date for the project.
- Submit a new application for ECHG funding and get a new received date.

Under this option, the District would be able to request additional funding for the scope of work that was completed after the District received the full funding for the project in January 2011. All costs approved under the "site development" would be eligible as part of the cost estimate for the ECHG. Based on information supplied by the District to date, staff has conducted a review concluding that the District may be eligible for \$45,360 of the requested \$231,447 in change orders. This does not include funding for the traffic signal. Additional documentation would need to be submitted to determine if costs for the traffic signal are eligible.

The charts below provide a comparison of the funding provided previously and the potential funding the District could receive with a new application.

Funding Provided		⇒	Potential Funding with New Application	
Total funding provided	State Share at 50%		Estimated ECHG Total Project Cost	State Share at 60%
\$3,953,632	\$1,976,632		\$3,427,253	\$2,056,352

Analysis of the Additional Costs

Staff conducted a line-item review of the requested change orders. Staff compared the change orders and to the DSA-approved construction plans and the originally approved project. Staff also requested additional documentation from the District on May 17, May 29, and June 19, 2013, but did not receive adequate documentation to finalize the review. The findings completed to date are outlined in the charts below. All dollar amounts are for the total project cost and do not reflect the potential State share grant.

The following items could be eligible should the District chooses to rescind the previously funded replacement project and resubmit an application for a Facility Hardship rehabilitation project.

Potential Funding with New Application				
Change Order #	Item #	Summary of Work	District Requested Additional Cost	OPSC Verified Cost @ 100%
2	7	Changes to non-structural concrete pavement base section as required by geotech based on onsite observation of soils.	\$13,195	\$13,195
4	2	Change in parking lot lighting poles.	\$12,196	\$12,196
4	7	Additional grading at school's "triangle" entry.	\$6,254	\$6,254
4	8	Remove and reinstall new school entry.	\$6,878	\$6,878
5	1	Changes in blast wall footing location due to elevation.	\$5,858	\$5,858
7	1	Additional irrigation valves on landscaping.	\$979	\$979
TOTAL			\$45,360	\$45,360

The items listed in the next chart below would not have been eligible even if the District had included them in the original project application and they would continue to be ineligible should the District choose to resubmit their application for a Facility Hardship rehabilitation project and rescind the previously funded replacement project.

Ineligible Change Orders				
Change Order #	Item #	Summary of Work	District Requested Additional Cost	Comments
1	2	Replace existing exterior non-structural concrete courtyard slab due to deteriorated condition of existing slab.	\$5,685	This item is ineligible because it is not directly related to the original health and safety threat or scope of the project. Also, this item appears to be outside the limits of construction and part of the ineligible "Shade Structure" replacement
2	2	Provide pothole for existing gas line. Existing location of gas line conflicts with grading and excavation for new curbs and pavement.	\$6,444	This work is ineligible because it is beyond the limits of construction or beyond the school property lines and beyond the centerline of the roadway.
2	3	Extend undocumented existing storm water line to new catch basin and storm drain lines.	\$4,741	This work is beyond the limits of construction and beyond the scope of the original project relating directly to the health and safety threat due to the gas pipelines. Also, all existing site development was demolished and replaced with new site development for the parking lot and playfields.
2	6	Excavate and grade bus pad recommended by geotech based on onsite observation of soils.	\$34,775	This work is ineligible because it appears to alter the submitted parking lot to create new bus parking that did not exist previously. Only auto parking was included with the P&S. This work is also beyond the limits of construction.
2	8	Replace existing broken flagpole with new flagpole.	\$9,059	This item is ineligible because the flagpole is beyond the limits of construction and not directly related to the original health and safety threat or scope of the project.
3	1	Additional time with manpower and equipment to move dirt twice.	\$14,998	This item is ineligible because no adjustments are made for scheduling and moving soil twice is not on the plans.
3	3	Change landscaping at catch basins.	\$6,224	This item is ineligible because all the grading work to support the allowed catch basins was included in the original demolition and replaced with new catch basins.
3	6	Install for 12" pipe in regards to drain.	\$7,554	This item is ineligible because all the grading work to support the allowed catch basins was included in the original demolition and replaced with new catch basins.
3	7	Lighting for flagpole.	\$6,510	This item is ineligible because the flagpole is beyond the limits of construction and not directly related to the original health and safety threat or scope of the project.
4	4	Re-Survey of fence line due to site delay.	\$3,403	This item is ineligible because surveying is included in the allowed General Conditions and no adjustment is made for scheduling.
4	5	Add parkway drain to detention basin.	\$3,936	This item is ineligible because all the grading work to support the allowed catch basins was included in the original demolition and replaced with new catch basins.
6	1	Additional trenching required accommodating overflow.	\$5,587	This item is ineligible per existing conditions; it is the responsibility for neighbor to contain water flowing onto adjacent property.
TOTAL			\$108,916	

The OPSC is unable to verify the remaining change orders. The items, or a portion thereof, could be eligible if the work is within the lines of construction and either on school property or within the centerline of the roadway. Without the approved plans, specifications, reasoning for the requirement of the change orders, and site maps requested from the District on May 17, May 29, and June 19, 2013, Staff has been unable to verify if the following change orders would be eligible should the District choose to file a new application in the future.

Eligibility Unknown				
C.O. #	Item #	Summary of Work	District Requested Additional Cost	Comments
1	1	Provide additional trenching, sleeving and conduit to support required Verizon and Edison underground work power and low voltage of cabling.	\$63,582	This item, or a portion thereof, could be eligible if the work is within the lines of construction and either on school property or within the centerline of the roadway. Approved plans, specifications, RFI's, and site maps are necessary to verify eligibility.
2	4	Encase and protect utility lines.	\$3,510	See comment above.
2	5	Provide additional encasement for utility lines.	\$10,079	See comment above.
TOTAL			\$77,171	

Next Steps

If the District wishes to move forward with the proposed resolution of Request Item #1, please submit an Application for Funding (Form SAB 50-04) that fully reflects the District's request for Facility Hardship rehabilitation funding.

Second, the District may request that the Request Item #2 move forward and be presented before the Board or the District may withdraw the appeal.

Please provide Staff with written notification on how it wishes to proceed by August 12, 2013. We also welcome the opportunity to schedule a conference to further discuss Staff's position.

Based on the received date of the Form SAB 189, Staff is tentatively scheduled to present the position above as part of an item to be heard at the August 28, 2013 State Allocation Board meeting, which is currently scheduled for 4:00 p.m. The location of the meeting has yet to be determined. The time and location are subject to change on the day of the meeting. You may verify the location by contacting Jennifer Maestretti at (916) 376-5338 or jennifer.maestretti@dgs.ca.gov. You may also contact me at (916) 375-4732.

Sincerely,



BARBARA KAMPMEINERT
 Manager
 Office of Public School Construction

cc: Mr. William Savidge, Assistant Executive Officer, State Allocation Board
 Dr. Joel Kirschstein, Sage Institute Incorporated

Includes 08/01/2013 - 08/31/2013

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B0314-00055	GOLDEN VALLEY CHARTER SCHOOL	MESA	FY13-14 GVCS In-Lieu	010-8096	947,551.00
B0314-00056	BUSINESS SERVICES AUTHORITY	MESA	FY13-14 BSA Services	010-5803	112,382.00
B0314-00057	VTA CNTY OFFICE OF EDUCATION	MESA	occupational therapy services	010-5800	8,640.00
B0314-00058	CAL-COAST MACHINERY INC	MESA	maintenance supplies	010-4300 010-5600	1,865.00 1,635.00
B0314-00061	REVOLVING ACCOUNT	MESA	FY13-14 Bank Service Charges	010-5800	265.00
P0314-00034	BOWIE,ARNESON,WILES & GIANNONE	MESA	legal service	010-5899	16.11
P0314-00035	ATS PROJECT SUCCESS	MESA	Tutoring	010-5819	210.68
P0314-00036	PEARSON EDUCATION	MESA	workbooks	010-4100	1,006.74
P0314-00037	VTA CNTY OFFICE OF EDUCATION	MESA	parent handbook	010-4300	1,278.99
P0314-00038	VIRCO INC	MESA	classroom chairs	010-4300	94.56
P0314-00039	STECK-VAUGHN	MESA	supplies for resource	010-4300	66.88
P0314-00040	DISCOVERY EDUCATION	MESA	technology license	010-5800	1,570.00
P0314-00041	GOPHER	MESA	P.E. equipment	010-4300	163.35
P0314-00042	TOMAS BAUTISTA BAUTISTA IRON	MESA	repairs on broken ramps	010-5600	4,882.50
P0314-00043	SAGE INSTITUTE INC	MESA	Mesa audit re: Bond funding	211-6100	2,886.25
P0314-00044	K/P CORPORATION	MESA	cum folders	010-4300	123.63
P0314-00045	PLEASANT VALLEY SCHOOL DIST	MESA	one on one aide for student	010-5800	2,337.42
P0314-00046	VIRCO INC	MESA	chairs for classroom	010-4300	208.12
P0314-00047	JONES SCHOOL SUPPLY	MESA	supplies	010-4300	112.50
P0314-00048	PEACH HILL SOILS	MESA	soil for grounds	010-4300	209.62
P0314-00049	FENCE FACTORY	MESA	repair gate lock	010-5600	150.00
Total Number of POs				21	
				Total	1,087,655.35

Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	20	1,084,769.10
211	Building Fund	1	2,886.25
		Total	1,087,655.35

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
B0313-00070	908.30	010-5902	General Fund/Internet Services	.00
Total PO Changes				.00

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Checks Dated 08/01/2013 through 08/31/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
5003806410	08/02/2013	1ST STOP URGENT CARE	010-5804		15.00
5003806411	08/02/2013	AT&T	010-5901		92.42
5003806412	08/02/2013	CONFIDENTIAL DATA DESTRUCTION	010-5800		72.00
5003806413	08/02/2013	DEL NORTE WATER CO	010-5504		80.00
5003806414	08/02/2013	DIAL SECURITY	010-5800		57.88
5003806415	08/02/2013	E.J. HARRISON & SONS, INC	010-5505		441.38
5003806416	08/02/2013	EXCEL LD	010-5901		11.00
5003806417	08/02/2013	FEDEX	010-5903		5.39
5003806418	08/02/2013	McCALL'S METER SALES & SERV	010-5600		107.96
5003806419	08/02/2013	REVOLVING ACCOUNT	010-5903		294.10
5003806420	08/02/2013	SO CA GAS CO	010-5501	76.01	
			010-9510	300.00	376.01
5003806421	08/02/2013	TRAFFIC TECHNOLOGIES LLC	010-4300		10.75
5003806422	08/02/2013	VCOE-SELPA	010-9510		3,900.00
5003806423	08/05/2013	ATS PROJECT SUCCESS	010-5819		210.68
5003806424	08/05/2013	BOWIE,ARNESON,WILES & GIANNONE	010-5899		16.11
5003806425	08/05/2013	SELF-INSURED SCHOOLS OF CALIF	010-9534		45,031.95
5003806426	08/05/2013	VENTURA COUNTY SCHOOLS	010-5450		18,515.80
5003806427	08/05/2013	VENTURA COUNTY SCHOOLS	010-5450		7,769.29
5003806428	08/06/2013	ALTA DENA DAIRY	130-4700		115.99
5003806429	08/06/2013	POOLE OIL COMPANY	010-4310		390.95
5003806430	08/06/2013	VCOE-TECH SERVICES	010-5902		495.00
5003806431	08/07/2013	APPERSON	010-4300		282.15
5003806432	08/07/2013	COASTAL PIPCO	010-4300		256.24
5003806433	08/07/2013	DEMCO, INC	010-4300		1,717.85
5003806434	08/07/2013	GOLDEN VALLEY CHARTER SCHOOL	010-8096		56,853.06
5003806435	08/07/2013	GREEN THUMB INTL, INC	010-4300		642.41
5003806436	08/07/2013	HOME DEPOT CREDIT SERVICES	010-4300		950.89
5003806437	08/07/2013	LOW VOLTAGE SOLUTIONS, INC	010-5800		384.00
5003806438	08/07/2013	SO CA GAS CO	010-5501		175.82
5003806439	08/07/2013	SUZUKI MUSIC USA	010-4300		699.00
5003806440	08/07/2013	TARANGO'S DIESEL REPAIR	010-4300	1.25	
			010-5600	132.75	134.00
5003806441	08/07/2013	VERIZON WIRELESS	010-5901		114.43
5003806442	08/09/2013	Michael Babb	010-4300		33.76
5003806443	08/09/2013	HOUGHTON MIFFLIN HARCOURT	010-4100		497.87
5003806444	08/09/2013	PEARSON EDUCATION, INC	010-4300		733.58
5003806445	08/09/2013	PEARSON EDUCATION, INC	010-4300		14.63
5003806446	08/13/2013	BUSINESS SERVICES AUTHORITY	010-5800		320.00
5003806447	08/13/2013	SCHOOL SPECIALTY	010-4300		157.00
5003806448	08/16/2013	TOMAS BAUTISTA BAUTISTA IRON	010-5600		1,800.00
5003806449	08/16/2013	SHERWIN-WILLIAMS CO	010-4300		117.93
5003806450	08/16/2013	SPARKLETTS	010-5504		26.00
5003806451	08/19/2013	COASTAL PIPCO	010-4300		124.35
5003806452	08/19/2013	HARBOR PLUMBING SUPPLY CO	010-4300		24.49
5003806453	08/19/2013	RICOH USA, INC	010-5600		2,894.19
5003806454	08/19/2013	PEARSON EDUCATION, INC	010-4100		1,006.74

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 08/01/2013 through 08/31/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
5003806455	08/19/2013	REVOLVING ACCOUNT	010-5903		380.88
5003806456	08/19/2013	SHERWIN-WILLIAMS CO	010-4300		99.07
5003806457	08/19/2013	SPARKLETT'S	010-5504		13.00
5003806458	08/19/2013	TARANGO'S DIESEL REPAIR	010-4300	2,942.61	
			010-5600	2,362.95	5,305.56
5003806459	08/19/2013	TRAFFIC TECHNOLOGIES LLC	010-4300		220.99
5003806460	08/19/2013	VERIZON WIRELESS	010-5902		380.00
5003806461	08/22/2013	1ST STOP URGENT CARE	010-5804		60.00
5003806462	08/22/2013	AT&T	010-5901		169.31
5003806463	08/22/2013	CAL-COAST MACHINERY INC	010-4300		1,635.50
5003806464	08/22/2013	CALIF DEPT OF EDUCATION	130-4700		31.20
5003806465	08/22/2013	COASTAL PIPCO	010-4300		139.64
5003806466	08/22/2013	E.J. HARRISON & SONS, INC	010-5505		441.38
5003806467	08/22/2013	HOUSE SANITARY SUPPLY	010-4300		171.39
5003806468	08/22/2013	OFFICE DEPOT CREDIT PLAN	010-4300		388.94
5003806469	08/22/2013	PLEASANT VALLEY SCHOOL DIST	010-5800		2,337.42
5003806470	08/22/2013	POOLE OIL COMPANY	010-4310		400.75
5003806471	08/22/2013	SMALL SCHOOL DISTRICT'S ASSN	010-5220		300.00
5003806472	08/22/2013	SMITH PIPE & SUPPLY INC	010-4300		636.39
5003806473	08/22/2013	SOUTHWEST SCHOOL & OFFICE SPLY	010-4300		2,150.90
5003806474	08/22/2013	TARANGO'S DIESEL REPAIR	010-4300	1,429.86	
			010-5600	1,619.55	3,049.41
5003806475	08/27/2013	HOUGHTON MIFFLIN HARCOURT	010-4100		10,431.58
5003806476	08/27/2013	SAGE INSTITUTE INC	211-6100		2,886.25
5003806477	08/27/2013	SOUTHWEST SCHOOL & OFFICE SPLY	010-4300		223.04
5003806478	08/28/2013	BAUTISTA IRON	Cancelled		3,082.50 *
	Cancelled on 09/09/2013				
5003806479	08/28/2013	OFFICE DEPOT CREDIT PLAN	010-4300		313.25
5003806480	08/28/2013	VTA CNTY OFFICE OF EDUCATION	010-9510		25.00
5003806481	08/29/2013	Ryan M. Howatt	010-4300		32.12
5003806482	08/29/2013	Michael Babb	010-5220		599.95
5003806483	08/29/2013	ALERT COMMUNICATIONS	010-5800		65.42
5003806484	08/29/2013	ACSA FOUNDATION FOR	010-5300		220.00
5003806485	08/29/2013	ATKINSON,ANDELSON,LOYA, et al	010-5899		944.45
5003806486	08/29/2013	CAL-COAST MACHINERY INC	010-5600		1,134.00
5003806487	08/29/2013	CENTRAL DRUG SYSTEM	010-5800	99.00	
			010-5804	297.00	396.00
5003806488	08/29/2013	CONFIDENTIAL DATA DESTRUCTION	010-5800		46.00
5003806489	08/29/2013	EMPIRE CLEANING SUPPLY	010-4300		1,733.33
5003806490	08/29/2013	EXCEL LD	010-5901		11.00
5003806491	08/29/2013	OFFICEMAX, INC	010-4300		214.91
5003806492	08/29/2013	REVOLVING ACCOUNT	010-4300	548.80	
			010-5800	117.00-	431.80
5003806493	08/29/2013	SO CA EDISON CO	010-5502		12,176.54
5003806494	08/29/2013	SO CA GAS CO	010-5501		3.60
5003806495	08/29/2013	COUNTY OF VENTURA	130-5800		613.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 08/01/2013 through 08/31/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
Total Number of Checks				86	<u>201,865.52</u>

	Count	Amount
Cancel	1	3,082.50
Net Issue		<u>198,783.02</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
010	General Fund	81	195,136.58
130	Cafeteria Fund	3	760.19
211	Building Fund	1	2,886.25
Total Number of Checks		85	198,783.02
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u>198,783.02</u>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Fund 010 - General Fund **Fiscal Year 2013/14 Through August 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Revenue Limit Sources						
8011		1,665,227.00	1,665,227.00	234,204.00	1,431,023.00	14.06
8012	Education Protection Act	639,468.00	639,468.00		639,468.00	
8021	Homeowners' Exemption	18,079.00	18,079.00		18,079.00	
8041	Secured Rolls Tax	1,929,623.00	1,929,623.00		1,929,623.00	
8042	Unsecured Roll Taxes	70,074.00	70,074.00		70,074.00	
8043	Prior Years' Taxes	7,817.00	7,817.00	4,322.36	3,494.64	55.29
8044	Supplemental Taxes	25,124.00	25,124.00	7,163.52	17,960.48	28.51
8045	Education Rev Augmentation Fd	120,466.00	120,466.00	29.26	120,495.26	-0.02
8092	PERS Reduction Transfer	4,624.00	4,624.00		4,624.00	
8096	Charter School Trans In Lieu P	1,021,029.00	1,021,029.00	56,853.06	964,175.94	5.57
	Total Revenue Limit Sources	3,218,541.00	3,218,541.00	188,866.08	3,029,674.92	5.87
Federal Revenue						
8181	Special Education Entitlement	104,141.00	104,141.00		104,141.00	
8182	Special Education Discretionary	2,393.00	2,393.00		2,393.00	
8285	Interagency Contracts Between	21,900.00	21,900.00		21,900.00	
8290	All Other Federal Revenue	87,285.00	87,285.00	15,894.07	71,390.93	18.21
	Total Federal Revenue	215,719.00	215,719.00	15,894.07	199,824.93	7.37
Other State Revenues						
8311	Other State Apportionments Cu	130,566.00	130,566.00		130,566.00	
8434	Class Size Reduction K-3	179,928.00	179,928.00	82,253.00	97,675.00	45.71
8550	Mandated Cost Reimbursements	29,892.00	29,892.00		29,892.00	
8560	State Lottery Revenue	102,337.00	102,337.00		102,337.00	
8590	All Other State Revenues	160,254.00	160,254.00	3,828.00	156,426.00	2.39
	Total Other State Revenues	602,977.00	602,977.00	86,081.00	516,896.00	14.28
Other Local Revenue						
8660	Interest	5,000.00	5,000.00		5,000.00	
8675	Transportation Fees from Indiv	29,000.00	29,000.00		29,000.00	
8677	Interagency Services Between L	69,946.00	69,946.00		69,946.00	
8699	All Other Local Revenue	48,360.00	47,869.00	149.48	47,719.52	0.31
8792	Transfers of Apportionments Fr	257,126.00	257,126.00	25,414.00	231,712.00	9.88
	Total Other Local Revenue	409,432.00	408,941.00	25,563.48	383,377.52	6.25
	Total Year To Date Revenues	4,446,669.00	4,446,178.00	316,404.63	4,129,773.37	7.12

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used	
Selection	Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 2, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)						ESCAPE	ONLINE

Fund 010 - General Fund **Fiscal Year 2013/14 Through August 2013**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers' Salaries	1,855,995.00	1,855,995.00		174,775.39	1,681,219.61	9.42
1110	Substitute Teacher	17,955.00	17,955.00			17,955.00	
1130	Stipend	500.00	500.00			500.00	
1140	Extra Duty	20,143.00	20,143.00			20,143.00	
1300	Cert Supervisors & Administrat	2,800.00	2,800.00			2,800.00	
1301	Superintendent	133,560.00	133,560.00		22,220.00	111,340.00	16.64
1303	Principal	92,020.00	92,020.00		15,336.68	76,683.32	16.67
1900	Other Certificated Salaries	2,375.00	2,375.00			2,375.00	
	Total Certificated Salaries	2,125,348.00	2,125,348.00	.00	212,332.07	1,913,015.93	9.99
Classified Salaries							
2100	Instructional Aides' Salaries	118,552.00	118,552.00			118,552.00	
2110	Substitute Aide	1,343.00	1,343.00			1,343.00	
2200	Classified Support Salaries	287,556.00	287,556.00		29,958.41	257,597.59	10.42
2216	Substitute Bus Driver	427.00	427.00			427.00	
2250	Classified Support Overtime				119.84	119.84	NO BDGT
2400	Clerical and Office Salaries	126,459.00	126,459.00		18,432.44	108,026.56	14.58
2450	Clerical/Office Overtime	5,641.00	5,641.00		1,025.51	4,615.49	18.18
2900	Other Classified Salaries	29,459.00	29,459.00			29,459.00	
	Total Classified Salaries	569,437.00	569,437.00	.00	49,536.20	519,900.80	8.70
Employee Benefits							
3101	STRS, certificated positions	175,521.00	175,521.00		17,550.38	157,970.62	10.00
3202	PERS, classified positions	55,990.00	55,990.00		5,613.66	50,376.34	10.03
3301	OASDI/Medicare/Alternative, ce	28,583.00	28,583.00		2,974.81	25,608.19	10.41
3302	OASDI/Medicare/Alternative, cl	42,038.00	42,038.00		3,817.91	38,220.09	9.08
3401	Health & Welfare Benefits, cer	269,024.00	269,024.00			269,024.00	
3402	Health & Welfare Benefits, cla	104,058.00	104,058.00			104,058.00	
3501	SUI, certificated positions	1,019.00	1,019.00		105.94	913.06	10.40
3502	SUI, classified positions	274.00	274.00		24.95	249.05	9.11
3601	Work Comp Ins, certificated po	63,338.00	63,338.00		6,420.25	56,917.75	10.14
3602	Work Comp Ins, classified posi	16,952.00	16,952.00		1,555.64	15,396.36	9.18
3802	PERS Reduction, classified pos	4,624.00	4,624.00			4,624.00	
	Total Employee Benefits	761,421.00	761,421.00	.00	38,063.54	723,357.46	5.00
Books and Supplies							
4100	Textbooks	11,647.00	11,647.00		11,936.19	289.19	102.48
4300	Materials and Supplies	148,977.00	152,960.00	50,594.52	19,798.66	82,566.82	12.94

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 2, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 010 - General Fund		Fiscal Year 2013/14 Through August 2013					
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Books and Supplies (continued)							
4310	Bus Fuel	24,639.00	24,639.00	21,089.51	957.27	2,592.22	3.89
4319	Supplies Undesignated	33,155.00	28,672.00			28,672.00	
4400	Non-Capitalized Equipment	27,400.00	27,400.00			27,400.00	
Total Books and Supplies		245,818.00	245,318.00	71,684.03	32,692.12	140,941.85	13.33
Services and Other Operating Expenditures							
5100	Sub Agreements for Prof Servic	120,305.00	120,305.00			120,305.00	
5200	Travel and Conferences	1,285.00	1,285.00			1,285.00	
5201	Car Allowance	2,380.00	2,380.00		400.00	1,980.00	16.81
5220	STAFF DEVELOPMENT	14,917.00	14,917.00	3,887.06	909.95	10,119.99	6.10
5300	Dues and Memberships	8,160.00	8,660.00	807.91	3,207.00	4,645.09	37.03
5450	Other Insurance	26,286.00	26,286.00		26,285.09	.91	100.00
5501	Natural Gas	6,135.00	6,135.00	5,320.58	255.43	558.99	4.16
5502	Electricity	67,010.00	67,010.00	53,823.46	12,176.54	1,010.00	18.17
5504	Water	9,815.00	9,815.00	8,617.00	331.87	866.13	3.38
5505	Rubbish	6,095.00	6,095.00	5,117.24	882.76	95.00	14.48
5506	Pest Control	1,950.00	1,950.00	1,950.00			
5600	Rentals,Leases,Repairs & Nonca	110,768.00	110,768.00	58,272.47	22,218.94	30,276.59	20.06
5750	Direct Costs for Interfund Ser				80.32-	80.32	NO BDGT
5800	Professnl/Consult Serv & Opera	199,123.00	199,123.00	23,111.08	13,715.48	162,296.44	6.89
5801	Audit	18,250.00	18,250.00			18,250.00	
5803	Business Services Authority	112,382.00	112,382.00	112,382.00			
5804	Employment Fees	1,397.00	1,397.00	125.00	372.00	900.00	26.63
5819	Holding	22,315.00	22,315.00		210.68	22,104.32	0.94
5899	Legal Services	33,500.00	33,520.00	25,055.55	146.58-	8,611.03	-0.44
5901	Phone Services	5,200.00	5,200.00	2,971.84	398.16	1,830.00	7.66
5902	Internet Services	14,560.00	14,560.00	6,620.80	875.00	7,064.20	6.01
5903	Postage	2,300.00	2,300.00	48.75	725.46	1,525.79	31.54
Total Services and Other Operating Expenditures		784,133.00	784,653.00	308,110.74	82,737.46	393,804.80	10.54
Tuition							
7141	Other Tuition/Excess Costs to	73,695.00	73,695.00			73,695.00	
7142	Other Tuition/Excess Costs to	62,291.00	62,291.00			62,291.00	
Total Tuition		135,986.00	135,986.00	.00	.00	135,986.00	
Total Year To Date Expenditures		4,622,143.00	4,622,163.00	379,794.77	415,361.39	3,827,006.84	8.99

Fund 010 - General Fund		Fiscal Year 2013/14 Through August 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	639,754.60	421,607.51	1,061,362.11
9120	Cash in Bank(s)	100.00		100.00
9130	Revolving Cash Account	1,000.00		1,000.00
9135	Cash with a Fiscal Agent/Trust	14,684.21		14,684.21
9140	Cash Collections Awaiting Depo	1,411.20	1,411.20-	
9200	Accounts Receivable - Clear	327,919.52	104,346.54-	223,572.98
9201	Payroll Receivable	49.10	49.10-	
9290	Due From Other Governments	41,496.00	702,724.00-	661,228.00-
9291	Due From Other Governments-Set	631,676.00		631,676.00
9311	Due From Other Funds - SetUp	7,206.14		7,206.14
	Total Assets	1,665,296.77	386,923.33-	1,278,373.44
Liabilities				
9510	Prior Year Liability - Clear	387,405.19	207,845.20-	179,559.99
9530	Summer Pay Liability		7,362.61	7,362.61
9534	HW Benefits Liability	1,214.60-	90,063.90-	91,278.50-
9535	UI Liability	5.13	131.95	137.08
9537	Retiree Benefit Liability		2,723.20	2,723.20
9539	Misc Deduction Liability	104.73-		104.73-
9552	Use Tax Payable	282.20	275.23-	6.97
9651	Deferred Revenue-Setup	648.17		648.17
	Total Liabilities	387,021.36	287,966.57-	99,054.79
	Calculated Fund Balance	1,278,275.41	98,956.76-	1,179,318.65
Beginning Fund Balance				
9791	Beginning Fund Balance	1,278,275.41		1,278,275.41
	Beginning Fund Balance Proof	.00	98,956.76-	98,956.76-
Change in Fund Balance - Excess Revenues (Expenditures)			(98,956.76)	

Memo Only - Ending Fund Balance Accounts				
		Adopted	Revised	
Reserves				
9720	Reserve for Encumbrances			379,794.77
Restricted Balance				
9740	Legally Restricted Balance	63,711.00	63,711.00	
Other Designations				

Fund 010 - General Fund

Fiscal Year 2013/14 Through August 2013

Memo Only - Ending Fund Balance Accounts (continued)

		Adopted	Revised
Other Designations (continued)			
9780	Other Assignments	117,087.00	117,087.00
9789	Reserv Econ Uncertain	231,108.00	231,108.00
9790	Undesignated/Unappropriated	529,343.00	528,832.00
Total Other Designations		.00	.00

Fund 010 - General Fund

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	4,446,669.00	4,446,178.00		316,404.63	4,129,773.37	7.12
B. Expenditures	4,622,143.00	4,622,163.00	379,794.77	415,361.39	3,827,006.84	8.99
C. Subtotal (Revenue LESS Expense)	175,474.00-	175,985.00-		98,956.76-	302,766.53	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	175,474.00-	175,985.00-		98,956.76-	302,766.53	
F. Fund Balance:						
Beginning Balance (9791)	1,116,723.00	1,116,723.00		1,278,275.41		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,116,723.00	1,116,723.00		1,278,275.41		
G. Calculated Ending Balance	941,249.00	940,738.00		1,179,318.65		
*Components of Ending Fund Balance						
Legally Restricted (9740)	63,711.00	63,711.00				
Other Designations (9780)	117,087.00	117,087.00				
Undesig/Unapprop (9790)	529,343.00	528,832.00				
Other	231,108.00	231,108.00		379,794.77		

Fund 130 - Cafeteria Fund **Fiscal Year 2013/14 Through August 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Federal Revenue						
8220	Child Nutrition Programs	96,633.00	96,633.00		96,633.00	
	Total Federal Revenue	96,633.00	96,633.00	.00	96,633.00	
Other State Revenues						
8520	Child Nutrition Programs	8,000.00	8,000.00		8,000.00	
	Total Other State Revenues	8,000.00	8,000.00	.00	8,000.00	
Other Local Revenue						
8634	Food Services Sales	59,200.00	59,200.00		59,200.00	
8660	Interest	100.00	100.00		100.00	
	Total Other Local Revenue	59,300.00	59,300.00	.00	59,300.00	
	Total Year To Date Revenues	163,933.00	163,933.00	.00	163,933.00	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2200	Classified Support Salaries	41,656.00	41,656.00			41,656.00	
2212	Substitute Cafeteria Worker	4,740.00	4,740.00			4,740.00	
2250	Classified Support Overtime	2,444.00	2,444.00		624.00	1,820.00	25.53
2400	Clerical and Office Salaries	17,509.00	17,509.00		1,491.50	16,017.50	8.52
	Total Classified Salaries	66,349.00	66,349.00	.00	2,115.50	64,233.50	3.19
Employee Benefits							
3202	PERS, classified positions	7,214.00	7,214.00		242.05	6,971.95	3.36
3302	OASDI/Medicare/Alternative, cl	4,860.00	4,860.00		161.84	4,698.16	3.33
3402	Health & Welfare Benefits, cla	12,690.00	12,690.00			12,690.00	
3502	SUI, classified positions	31.00	31.00		1.06	29.94	3.42
3602	Work Comp Ins, classified posi	1,975.00	1,975.00		63.84	1,911.16	3.23
	Total Employee Benefits	26,770.00	26,770.00	.00	468.79	26,301.21	1.75
Books and Supplies							
4300	Materials and Supplies	6,500.00	13,700.00	5,000.00		8,700.00	
4400	Non-Capitalized Equipment	3,500.00	3,500.00			3,500.00	
4700	Food	73,500.00	64,000.00	61,552.81	147.19	2,300.00	0.23
	Total Books and Supplies	83,500.00	81,200.00	66,552.81	147.19	14,500.00	0.18
Services and Other Operating Expenditures							
5220	STAFF DEVELOPMENT	200.00	200.00			200.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 2, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 130 - Cafeteria Fund

Fiscal Year 2013/14 Through August 2013

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5600	Rentals,Leases,Repairs & Nonca	2,200.00	3,200.00	2,700.00		500.00	
5800	Professnl/Consult Serv & Opera	175.00	1,475.00		613.00	862.00	41.56
	Total Services and Other Operating Expenditures	2,575.00	4,875.00	2,700.00	613.00	1,562.00	12.57
	Total Year To Date Expenditures	179,194.00	179,194.00	69,252.81	3,344.48	106,596.71	1.87

Fund 130 - Cafeteria Fund		Fiscal Year 2013/14 Through August 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	18,119.05	25,458.89	43,577.94
9120	Cash in Bank(s)	100.00		100.00
9140	Cash Collections Awaiting Depo	10,425.49	10,425.49-	
9200	Accounts Receivable - Clear	20,410.63	9,962.58-	10,448.05
9211	Accounts Receivable - Setup		10,425.49-	10,425.49-
9320	Stores	6,750.12		6,750.12
	Total Assets	55,805.29	5,354.67-	50,450.62
Liabilities				
9510	Prior Year Liability - Clear	1,636.34	1,636.34-	
9552	Use Tax Payable	373.85	373.85-	
9611	Due to Other Funds - SetUp	7,204.36		7,204.36
	Total Liabilities	9,214.55	2,010.19-	7,204.36
	Calculated Fund Balance	46,590.74	3,344.48-	43,246.26
Beginning Fund Balance				
9791	Beginning Fund Balance	46,590.74		46,590.74
	Beginning Fund Balance Proof	.00	3,344.48-	3,344.48-
Change in Fund Balance - Excess Revenues (Expenditures)			(3,344.48)	

Memo Only - Ending Fund Balance Accounts				
		Adopted	Revised	
Reserves				
9720	Reserve for Encumbrances			69,252.81
Other Designations				
9760	Other Commitments	10,533.00	10,533.00	

Fund 130 - Cafeteria Fund

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	163,933.00	163,933.00			163,933.00	
B. Expenditures	179,194.00	179,194.00	69,252.81	3,344.48	106,596.71	1.87
C. Subtotal (Revenue LESS Expense)	15,261.00-	15,261.00-		3,344.48-	57,336.29	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	15,261.00-	15,261.00-		3,344.48-	57,336.29	
F. Fund Balance:						
Beginning Balance (9791)	25,794.00	25,794.00		46,590.74		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	25,794.00	25,794.00		46,590.74		
G. Calculated Ending Balance	10,533.00	10,533.00		43,246.26		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	10,533.00	10,533.00		69,252.81		

Fund 140 - Deferred Maintenance Fund **Fiscal Year 2013/14 Through August 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	550.00	550.00		550.00	
	Total Other Local Revenue	550.00	550.00	.00	550.00	
	Total Year To Date Revenues	550.00	550.00	.00	550.00	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Services and Other Operating Expenditures							
5600	Rentals,Leases,Repairs & Nonca	5,000.00	5,000.00			5,000.00	
5604	Heating and Air Conditioning	5,000.00	5,000.00			5,000.00	
5607	Plumbing	25,000.00	25,000.00			25,000.00	
	Total Services and Other Operating Expenditures	35,000.00	35,000.00	.00	.00	35,000.00	
	Total Year To Date Expenditures	35,000.00	35,000.00	.00	.00	35,000.00	

Fund 140 - Deferred Maintenance Fund **Fiscal Year 2013/14 Through August 2013**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	199,969.73	115.48	200,085.21
9200	Accounts Receivable - Clear	169.17	115.48-	53.69
	Total Assets	<u>200,138.90</u>	<u>.00</u>	<u>200,138.90</u>
	Calculated Fund Balance	<u>200,138.90</u>	<u>.00</u>	<u>200,138.90</u>
Beginning Fund Balance				
9791	Beginning Fund Balance	200,138.90		200,138.90
	Beginning Fund Balance Proof	<u>.00</u>	<u>.00</u>	<u>.00</u>
Change in Fund Balance - Excess Revenues (Expenditures)			<u>.00</u>	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	155,683.00	155,683.00

Fund 140 - Deferred Maintenance Fund

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	550.00	550.00			550.00	
B. Expenditures	35,000.00	35,000.00			35,000.00	
C. Subtotal (Revenue LESS Expense)	34,450.00-	34,450.00-		.00	34,450.00-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	34,450.00-	34,450.00-		.00	34,450.00-	
F. Fund Balance:						
Beginning Balance (9791)	190,133.00	190,133.00		200,138.90		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	190,133.00	190,133.00		200,138.90		
G. Calculated Ending Balance	155,683.00	155,683.00		200,138.90		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	155,683.00	155,683.00				

Fund 150 - Pupil Transportation Equipment

Fiscal Year 2013/14 Through August 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	100.00	100.00		100.00	
Total Other Local Revenue		100.00	100.00	.00	100.00	
Total Year To Date Revenues		100.00	100.00	.00	100.00	

Fund 150 - Pupil Transportation Equipment **Fiscal Year 2013/14 Through August 2013**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	19,689.14	11.28	19,700.42
9200	Accounts Receivable - Clear	16.86	11.28-	5.58
	Total Assets	<u>19,706.00</u>	<u>.00</u>	<u>19,706.00</u>
	Calculated Fund Balance	<u>19,706.00</u>	<u>.00</u>	<u>19,706.00</u>
Beginning Fund Balance				
9791	Beginning Fund Balance	19,706.00		19,706.00
	Beginning Fund Balance Proof	<u>.00</u>	<u>.00</u>	<u>.00</u>
Change in Fund Balance - Excess Revenues (Expenditures)			.00	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	19,826.00	19,826.00

Fund 150 - Pupil Transportation Equipment

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	100.00	100.00			100.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	100.00	100.00		.00	100.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	100.00	100.00		.00	100.00	
F. Fund Balance:						
Beginning Balance (9791)	19,726.00	19,726.00		19,706.00		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	19,726.00	19,726.00		19,706.00		
G. Calculated Ending Balance	19,826.00	19,826.00		19,706.00		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	19,826.00	19,826.00				

Fund 171 - S/R Capital Outlay-Technology **Fiscal Year 2013/14 Through August 2013**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	36.01		36.01
	Calculated Fund Balance	36.01	.00	36.01
Beginning Fund Balance				
9791	Beginning Fund Balance	36.01		36.01
	Beginning Fund Balance Proof	.00	.00	.00
Change in Fund Balance - Excess Revenues (Expenditures)				

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	36.00	36.00

Fund 171 - S/R Capital Outlay-Technology

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)	36.00	36.00		36.01		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	36.00	36.00		36.01		
G. Calculated Ending Balance	36.00	36.00		36.01		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	36.00	36.00				

Fund 173 - S/R Capital Outlay-Equipment

Fiscal Year 2013/14 Through August 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	60.00	60.00		60.00	
	Total Other Local Revenue	60.00	60.00	.00	60.00	
	Total Year To Date Revenues	60.00	60.00	.00	60.00	

Fund 173 - S/R Capital Outlay-Equipment		Fiscal Year 2013/14 Through August 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	10,460.59	6.02	10,466.61
9200	Accounts Receivable - Clear	8.69	6.02-	2.67
	Total Assets	<u>10,469.28</u>	<u>.00</u>	<u>10,469.28</u>
	Calculated Fund Balance	<u>10,469.28</u>	<u>.00</u>	<u>10,469.28</u>
Beginning Fund Balance				
9791	Beginning Fund Balance	10,469.28		10,469.28
	Beginning Fund Balance Proof	<u>.00</u>	<u>.00</u>	<u>.00</u>
Change in Fund Balance - Excess Revenues (Expenditures)			<u>.00</u>	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	10,546.00	10,546.00

Fund 173 - S/R Capital Outlay-Equipment

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	60.00	60.00			60.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	60.00	60.00		.00	60.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	60.00	60.00		.00	60.00	
F. Fund Balance:						
Beginning Balance (9791)	10,486.00	10,486.00		10,469.28		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	10,486.00	10,486.00		10,469.28		
G. Calculated Ending Balance	10,546.00	10,546.00		10,469.28		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	10,546.00	10,546.00				

Fund 211 - Building Fund

Fiscal Year 2013/14 Through August 2013

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Capital Outlay							
6100	Sites and Improvement of Sites		2,887.00		2,886.25	.75	99.97
	Total Capital Outlay	.00	2,887.00	.00	2,886.25	.75	99.97
	Total Year To Date Expenditures	.00	2,887.00	.00	2,886.25	.75	99.97

Fund 211 - Building Fund		Fiscal Year 2013/14 Through August 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	11,176.49	2,721.50-	8,454.99
9200	Accounts Receivable - Clear	9.71	164.75-	155.04-
	Total Assets	11,186.20	2,886.25-	8,299.95
Liabilities				
9611	Due to Other Funds - SetUp	11,186.20		11,186.20
	Calculated Fund Balance	.00	2,886.25-	2,886.25-
	Beginning Fund Balance Proof	.00	2,886.25-	2,886.25-
Change in Fund Balance - Excess Revenues (Expenditures)			(2,886.25)	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9790 Undesignated/Unappropriated		2,887.00-

Fund 211 - Building Fund

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues						
B. Expenditures		2,887.00		2,886.25	.75	99.97
C. Subtotal (Revenue LESS Expense)	.00	2,887.00-		2,886.25-	.75-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	2,887.00-		2,886.25-	.75-	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance	.00	2,887.00-		2,886.25-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)		2,887.00-				
Other						

Fund 251 - Developer Fees **Fiscal Year 2013/14 Through August 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	160.00	160.00		160.00	
8681	Mitigation/Developer Fees			2,677.41	2,677.41-	NO BDGT
	Total Other Local Revenue	160.00	160.00	2,677.41	2,517.41-	1,673.38
	Total Year To Date Revenues	160.00	160.00	2,677.41	2,517.41-	1,673.38

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Services and Other Operating Expenditures							
5750	Direct Costs for Interfund Ser				80.32	80.32-	NO BDGT
	Total Services and Other Operating Expenditures	.00	.00	.00	80.32	80.32-	NO BDGT
	Total Year To Date Expenditures	.00	.00	.00	80.32	80.32-	NO BDGT

Fund 251 - Developer Fees **Fiscal Year 2013/14 Through August 2013**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	28,311.85	2,618.53	30,930.38
9200	Accounts Receivable - Clear	24.03	21.44-	2.59
9311	Due From Other Funds - SetUp	11,186.20		11,186.20
	Total Assets	<u>39,522.08</u>	<u>2,597.09</u>	<u>42,119.17</u>
	Calculated Fund Balance	<u>39,522.08</u>	<u>2,597.09</u>	<u>42,119.17</u>
Beginning Fund Balance				
9791	Beginning Fund Balance	39,522.08		39,522.08
	Beginning Fund Balance Proof	<u>.00</u>	<u>2,597.09</u>	<u>2,597.09</u>
Change in Fund Balance - Excess Revenues (Expenditures)			2,597.09	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9780 Other Assignments	28,502.00	28,502.00

Fund 251 - Developer Fees

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	160.00	160.00		2,677.41	2,517.41-	1,673.38
B. Expenditures				80.32	80.32-	NO BDGT
C. Subtotal (Revenue LESS Expense)	160.00	160.00		2,597.09	2,437.09-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	160.00	160.00		2,597.09	2,437.09-	
F. Fund Balance:						
Beginning Balance (9791)	28,342.00	28,342.00		39,522.08		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	28,342.00	28,342.00		39,522.08		
G. Calculated Ending Balance	28,502.00	28,502.00		42,119.17		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	28,502.00	28,502.00				
Undesig/Unapprop (9790)						
Other						

Fund 355 - School Facilities Hardship		Fiscal Year 2013/14 Through August 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	1.78		1.78
Liabilities				
9611	Due to Other Funds - SetUp	1.78		1.78
	Calculated Fund Balance	<u>.00</u>	<u>.00</u>	<u>.00</u>
	Beginning Fund Balance Proof	<u>.00</u>	<u>.00</u>	<u>.00</u>
Change in Fund Balance - Excess Revenues (Expenditures)				

Fund 355 - School Facilities Hardship

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance						
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

Fund 401 - Sp Res Cap Outlay Proj, Constr		Fiscal Year 2013/14 Through August 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	244.59		244.59
	Calculated Fund Balance	<u>244.59</u>	<u>.00</u>	<u>244.59</u>
Beginning Fund Balance				
9791	Beginning Fund Balance	244.59		244.59
	Beginning Fund Balance Proof	<u>.00</u>	<u>.00</u>	<u>.00</u>
Change in Fund Balance - Excess Revenues (Expenditures)				

Memo Only - Ending Fund Balance Accounts			
		Adopted	Revised
Other Designations			
9760	Other Commitments	245.00	245.00

Fund 401 - Sp Res Cap Outlay Proj, Constr

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)	245.00	245.00		244.59		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	245.00	245.00		244.59		
G. Calculated Ending Balance	245.00	245.00		244.59		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	245.00	245.00				

Fund 510 - Bond Interest & Redem 67117056

Fiscal Year 2013/14 Through August 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	Voted Indebtedness Levies, HOP	1,419.00	1,419.00		1,419.00	
	Total Other State Revenues	1,419.00	1,419.00	.00	1,419.00	
Other Local Revenue						
8611	Voted Indebtedness Levies, Sec	235,409.00	235,409.00		235,409.00	
8612	Voted Indebtedness Levies, Uns	4,966.00	4,966.00		4,966.00	
8613	Voted Indebtedness Levies, P/Y			10.16	10.16-	NO BDGT
8614	Voted Indebtedness Levies, Sup			447.59	447.59-	NO BDGT
8660	Interest	500.00	500.00		500.00	
	Total Other Local Revenue	240,875.00	240,875.00	457.75	240,417.25	0.19
	Total Year To Date Revenues	242,294.00	242,294.00	457.75	241,836.25	0.19

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	Bond Redemptions	95,000.00	95,000.00		95,000.00		100.00
7434	Bond Interest and Other Serv	157,750.00	157,750.00		79,350.00	78,400.00	50.30
	Total Debt Service	252,750.00	252,750.00	.00	174,350.00	78,400.00	68.98
	Total Year To Date Expenditures	252,750.00	252,750.00	.00	174,350.00	78,400.00	68.98

Fund 510 - Bond Interest & Redem 67117056 **Fiscal Year 2013/14 Through August 2013**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	234,973.78	173,798.96-	61,174.82
9200	Accounts Receivable - Clear	177.86	93.29-	84.57
	Total Assets	<u>235,151.64</u>	<u>173,892.25-</u>	<u>61,259.39</u>
	Calculated Fund Balance	<u>235,151.64</u>	<u>173,892.25-</u>	<u>61,259.39</u>
Beginning Fund Balance				
9791	Beginning Fund Balance	235,151.64		235,151.64
	Beginning Fund Balance Proof	<u>.00</u>	<u>173,892.25-</u>	<u>173,892.25-</u>
Change in Fund Balance - Excess Revenues (Expenditures)			(173,892.25)	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	216,545.00	216,545.00

Fund 510 - Bond Interest & Redem 67117056

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	242,294.00	242,294.00		457.75	241,836.25	0.19
B. Expenditures	252,750.00	252,750.00		174,350.00	78,400.00	68.98
C. Subtotal (Revenue LESS Expense)	10,456.00-	10,456.00-		173,892.25-	163,436.25	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	10,456.00-	10,456.00-		173,892.25-	163,436.25	
F. Fund Balance:						
Beginning Balance (9791)	227,001.00	227,001.00		235,151.64		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	227,001.00	227,001.00		235,151.64		
G. Calculated Ending Balance	216,545.00	216,545.00		61,259.39		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	216,545.00	216,545.00				

Fund 511 - Bond Interest & Redem 67118381

Fiscal Year 2013/14 Through August 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	Voted Indebtedness Levies, HOP	1,466.00	1,466.00		1,466.00	
	Total Other State Revenues	1,466.00	1,466.00	.00	1,466.00	
Other Local Revenue						
8611	Voted Indebtedness Levies, Sec	243,314.00	243,314.00		243,314.00	
8612	Voted Indebtedness Levies, Uns	5,477.00	5,477.00		5,477.00	
8613	Voted Indebtedness Levies, P/Y			9.65	9.65-	NO BDGT
8614	Voted Indebtedness Levies, Sup			465.91	465.91-	NO BDGT
8660	Interest	600.00	600.00		600.00	
	Total Other Local Revenue	249,391.00	249,391.00	475.56	248,915.44	0.19
	Total Year To Date Revenues	250,857.00	250,857.00	475.56	250,381.44	0.19

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	Bond Redemptions	45,000.00	45,000.00		45,000.00		100.00
7434	Bond Interest and Other Serv	209,088.00	209,088.00		105,162.50	103,925.50	50.30
	Total Debt Service	254,088.00	254,088.00	.00	150,162.50	103,925.50	59.10
	Total Year To Date Expenditures	254,088.00	254,088.00	.00	150,162.50	103,925.50	59.10

Fund 511 - Bond Interest & Redem 67118381 **Fiscal Year 2013/14 Through August 2013**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	221,729.96	149,601.55-	72,128.41
9200	Accounts Receivable - Clear	164.57	85.39-	79.18
	Total Assets	221,894.53	149,686.94-	72,207.59
	Calculated Fund Balance	221,894.53	149,686.94-	72,207.59
Beginning Fund Balance				
9791	Beginning Fund Balance	221,894.53		221,894.53
	Beginning Fund Balance Proof	.00	149,686.94-	149,686.94-
Change in Fund Balance - Excess Revenues (Expenditures)			(149,686.94)	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	210,007.00	210,007.00

Fund 511 - Bond Interest & Redem 67118381

Fiscal Year 2013/14 Through August 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	250,857.00	250,857.00		475.56	250,381.44	0.19
B. Expenditures	254,088.00	254,088.00		150,162.50	103,925.50	59.10
C. Subtotal (Revenue LESS Expense)	3,231.00-	3,231.00-		149,686.94-	146,455.94	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	3,231.00-	3,231.00-		149,686.94-	146,455.94	
F. Fund Balance:						
Beginning Balance (9791)	213,238.00	213,238.00		221,894.53		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	213,238.00	213,238.00		221,894.53		
G. Calculated Ending Balance	210,007.00	210,007.00		72,207.59		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	210,007.00	210,007.00				

MESA UNION SCHOOL DISTRICT

ENROLLMENT REPORT

9/12/2013

Grade	Teacher	Subject	Period	Total Enrolled	
K	Coe			23	
K	Larson			25	
K	Sanchez			23	
K				71	
1	Dichiacchio			25	
1	Maxim			24	
1	Vollmert			21	
1				70	
2	Puga			26	
2	Sakai			25	
2	Webster			25	
2				76	
3	Best			24	
3	Mayes			25	
3	McKenna			25	
3				74	
4	Kuklenski/Waggoner			30	
4	Mitchell			29	
4/5 (4 TH)	Ford/Muhlightner			12	
4				71	
4/5 (5 TH)	Ford/Muhlightner			14	
5	DeMaria			31	
5	Willey (Skeens)			30	
5				75	
Elementary				437	
6				70	
7				75	
8				70	
Junior High School				215	
				652	
6	Alkire	Homeroom	0	36	
6	Alkire	Science 6	1	36	
6	Alkire	Science 6	2	34	
6	Alkire	Social Studies 6	3	36	
6	Alkire	Social Studies 6	5	34	
6	Wiley	Homeroom	0	34	
6	Wiley	English Lang 6	1	34	
6	Wiley	English Lang 6	2	36	
7	Wiley	Exploratory 7	3	37	
6	Wiley	Exploratory 6	4	35	

7	Dunn	Homeroom	0	38	
7	Dunn	Science 7	1	38	
8	Dunn	Science 8	3	37	
8	Dunn	Science 8	4	33	
7	Dunn	Science 7	5	37	
7	Grogan	Homeroom	0	37	
7	Grogan	English Lang 7	1	37	
7	Grogan	Social Studies 7	2	37	
7	Grogan	Social Studies 7	4	38	
7	Grogan	English Lang 7	5	38	
8	Dwork	Homeroom	0	35	
8	Dwork	Social Studies 8	1	32	
8	Dwork	Social Studies 8	2	38	
8	Dwork	English Lang 8	3	33	
8	Dwork	English Lang 8	4	37	
8	Nguyen	Homeroom	0	35	
8	Nguyen	Geometry	1	31	
7/8	Nguyen	Algebra 7/8	2	40	
8	Nguyen	Math 6	3	34	
6	Nguyen	Math 6	5	36	
8	Hanley	Algebra Readiness 8	1	7	
7/8	Hanley	Pre Alg. 7/8	2	30	
7	Hanley	Pre Alg. 7	4	37	
8	Hanley	Exploratory 8	5	35	
7	Rosen	PE 7	3	38	
6	Rosen	PE 6	4	35	
8	Rosen	PE 8	5	35	



Golden Valley Charter School

2013-14 August Financial Update
(actuals through 8/31/13)



2013-14 August Update

- The attached reports present a summary of how GVCS campus is performing so far vs. the approved 2013-14 July Budget.
- Currently, GVCS is running \$9,418 over budget through 8/31/13. While monthly variances will generally result in some differences between budget and actuals through any given month, GVCS is currently aligning very closely with the July Budget based on a \$4 million annual budget.
- Cash flow remains sufficient to meet all obligations for the remainder of the year, and while substantial variability continues to exist due to timing of state payments, currently no external borrowing is projected to be required.
- As with prior updates, we have left out the detail budget vs. actual reports showing individual line item performance each month vs. budget. However, we are happy to include these in this and future versions if desired, or alternatively can make them available on our secure website for optional access for board members who would like additional detail.

Golden Valley Charter School
2013-14 August Financial Update (Actuals through 8/31/13)
BUDGET VS. ACTUALS - SUMMARY

	2013-14 <u>July Budget</u>	Year-to-Date <u>Budget</u>	Year-to-Date <u>Actuals</u>	Variance: <u>Budget vs Actual</u>
Revenues:				
Revenue Limit	\$ 3,969,098	\$ 180,500	\$ 177,302	\$ (3,198)
Federal Revenue	105,000	-	-	-
Other State Revenue	632,755	14,000	13,704	(296)
Other Local Revenue	11,400	1,000	84	(916)
TTL Revenues:	\$ 4,718,253	\$ 195,500	\$ 191,090	\$ (4,410)
Expenditures:				
Certificated Salaries	\$ 1,756,538	\$ 184,907	\$ 185,778	\$ 871
Non-certificated Salaries	126,762	10,000	10,567	567
Benefits	495,784	52,190	53,569	1,378
Books/Supplies/Materials	623,786	17,627	7,720	(9,908)
Services/Operations	1,118,898	92,208	104,307	12,099
Capital Outlay	-	-	-	-
Other Outgo	43,806	-	-	-
TTL Expenditures:	\$ 4,165,574	\$ 356,933	\$ 361,941	\$ 5,008
Net Revenues	\$ 552,679	\$ (161,433)	\$ (170,851)	\$ (9,418)
Year-To-Date Budget vs. Actuals:		\$ (9,418)	over budget so far this year	
Beginning Balance July 1	\$ 1,648,329			
Ending Balance June 30	\$ 2,201,008			
Ending Balance as % of Total Outgo:		52.8%		

Golden Valley Charter School/Golden Valley Virtual Charter School

CONSOLIDATED

WARRANT REGISTER: August 2013

Sum of Amount			
Check Date	Payee	Check Number	Total
8/8/2013	Brainpop	52568	\$ 1,590.00
	Law Office of Young, Minney & Corr, LLP	52565	\$ 506.35
	ServiceMaster Building Maintenance	52566	\$ 329.00
	Special Ed Asst & Tech Support, Inc	52564	\$ 1,366.20
	Ventura County Schools, Seif-Funding Authority	52567	\$ 18,858.99
8/16/2013	Office Depot	52574	\$ 56.61
	Rainbow Resource Center	52575	\$ 382.66
	Singapore Math, Inc	52576	\$ 91.07
	Special Ed Asst & Tech Support, Inc	52577	\$ 9,650.23
	Study Island - (Archipelago Learning)	52583	\$ 5,598.06
	Surpass Support	52584	\$ 1,115.00
	Thinkwell Corporation	52580	\$ 250.00
	U. S. Bank	52581	\$ 30.30
	Wendy Hand-Hogan	52582	\$ 44.92
8/22/2013	Activities for Learning	52585	\$ 15.75
	Barnes & Noble Inc	52586	\$ 56.88
	Christine Albright	52587	\$ 9.20
	E. J. Harrison & Sons Inc	52588	\$ 62.43
	Follett Educational Services	52589	\$ 136.73
	Growing With Grammar (JackKris)	52590	\$ 59.89
	Houghton Mifflin Harcourt - Acct#147529	52591	\$ 91.10
	Kelly Villalovos	52592	\$ 188.63
	Math- U- See California, Inc	52593	\$ 40.08
	Nancy Larson Publishers, Inc.	52594	\$ 40.80
	Nickerson Family Trust (Sjnden LLC)	52595	\$ 9,222.00
	Office Depot eCommerce	52596	\$ 260.21
	Rainbow Resource Center	52597	\$ 663.23
	Singapore Math, Inc	52598	\$ 150.02
	Staples - eCommerce	52599	\$ 188.92
	Staples Business Advantage	52600	\$ 78.75
	Stephanie Hagenbach	52601	\$ 37.26
	Tabeth Gomez	52602	\$ 256.51
	TelePacific Communications	52603	\$ 381.74
	The Critical Thinking Co.	52604	\$ 24.66
Thinkwell Corporation	52605	\$ 1,071.88	
8/28/2013	Anne Alday	52622	\$ 36.80
	Apple One Employment Services	52623	\$ 188.10
	Appolina Osborne	52624	\$ 158.47
	Carson- Dellosa	52606	\$ 32.58
	Del Sol Books	52607	\$ 34.40
	Delta Managed Solutions, Inc.	52608	\$ 8,850.00
	Growing With Grammar (JackKris)	52609	\$ 57.54
	Hammer Hewson Associates	52610	\$ 20,070.00
	Lakeshore Learning Materials	52611	\$ 51.87
	Laura Armbruster	52625	\$ 180.37
	Laura Guy	52626	\$ 153.97
	Math- U- See California, Inc	52612	\$ 65.74
	MJP Computers	52613	\$ 270.00
	Office Depot	52614	\$ 66.64
	Racheal Yard	52627	\$ 120.23
	Rainbow Resource Center	52615	\$ 409.41
	Renaissance Publications	52616	\$ 25.75
	Singapore Math, Inc	52617	\$ 520.24
		52628	\$ 54.37
	Staples - eCommerce	52629	\$ 165.99

Golden Valley Charter School/Golden Valley Virtual Charter School

CONSOLIDATED

WARRANT REGISTER: August 2013

Sum of Amount			
Check Date	Payee	Check Number	Total
41514	Staples Business Advantage	52618	\$ 90.82
	Teacher Created Materials	52619	\$ 23.26
	Terri Adams	52630	\$ 1,297.50
	Thinkwell Corporation	52620	\$ 628.89
	Zaner- Bloser	52621	\$ 17.19
Grand Total			\$ 86,476.19

Golden Valley Charter School
WARRANT REGISTER: August 2013

Sum of Amount				
Check Date	Payee	Check Number	Total	
8/8/2013	ServiceMaster Building Maintenance	52566	\$ 329.00	
	Special Ed Asst & Tech Support, Inc	52564	\$ 1,366.20	
	Law Office of Young, Minney & Corr, LLP	52565	\$ 506.35	
	Ventura County Schools, Self-Funding Authority	52567	\$ 18,858.99	
	Brainpop	52568	\$ 1,590.00	
8/16/2013	Special Ed Asst & Tech Support, Inc	52577	\$ 9,650.23	
	U. S. Bank	52581	\$ 30.30	
	Office Depot	52574	\$ 56.61	
	Rainbow Resource Center	52575	\$ 382.66	
	Singapore Math, Inc	52576	\$ 91.07	
	Thinkwell Corporation	52580	\$ 250.00	
	Wendy Hand-Hogan	52582	\$ 44.92	
	Study Island - (Archipelago Learning)	52583	\$ 5,598.06	
	Surpass Support	52584	\$ 1,115.00	
	8/22/2013	Nickerson Family Trust (Sjnden LLC)	52595	\$ 9,222.00
Staples Business Advantage		52600	\$ 78.75	
TelePacific Communications		52603	\$ 381.74	
E. J. Harrison & Sons Inc		52588	\$ 62.43	
Rainbow Resource Center		52597	\$ 663.23	
Singapore Math, Inc		52598	\$ 150.02	
Thinkwell Corporation		52605	\$ 1,071.88	
Activities for Learning		52585	\$ 15.75	
Barnes & Noble Inc		52586	\$ 56.88	
Christine Albright		52587	\$ 9.20	
Follett Educational Services		52589	\$ 136.73	
Growing With Grammar (JackKris)		52590	\$ 59.89	
Houghton Mifflin Harcourt - Acct#147529		52591	\$ 91.10	
Kelly Villalovos		52592	\$ 188.63	
Math- U- See California, Inc		52593	\$ 40.08	
Nancy Larson Publishers, Inc.		52594	\$ 40.80	
Office Depot eCommerce		52596	\$ 260.21	
Staples - eCommerce		52599	\$ 188.92	
Stephanie Hagenbach		52601	\$ 37.26	
Tabeth Gomez		52602	\$ 256.51	
The Critical Thinking Co.		52604	\$ 24.66	
8/28/2013		Staples Business Advantage	52618	\$ 90.82
		Laura Guy	52626	\$ 153.97
		Terri Adams	52630	\$ 1,297.50
	MJP Computers	52613	\$ 270.00	
	Delta Managed Solutions, Inc.	52608	\$ 8,850.00	
	Office Depot	52614	\$ 66.64	
	Rainbow Resource Center	52615	\$ 409.41	
	Singapore Math, Inc	52617	\$ 520.24	
		52628	\$ 54.37	
	Thinkwell Corporation	52620	\$ 628.89	
	Growing With Grammar (JackKris)	52609	\$ 57.54	
	Math- U- See California, Inc	52612	\$ 65.74	
	Staples - eCommerce	52629	\$ 165.99	
	Carson- Dellosa	52606	\$ 32.58	
	Del Sol Books	52607	\$ 34.40	
	Hammer Hewson Associates	52610	\$ 20,070.00	
	Lakeshore Learning Materials	52611	\$ 51.87	
	Renaissance Publications	52616	\$ 25.75	

Golden Valley Charter School
WARRANT REGISTER: August 2013

Sum of Amount			
Check Date	Payee	Check Number	Total
41514	Teacher Created Materials	52619	\$ 23.26
	Zaner- Bloser	52621	\$ 17.19
	Anne Alday	52622	\$ 36.80
	Apple One Employment Services	52623	\$ 188.10
	Appolina Osborne	52624	\$ 158.47
	Laura Armbruster	52625	\$ 180.37
	Racheal Yard	52627	\$ 120.23
Grand Total			\$ 86,476.19

Golden Valley Virtual School
WARRANT REGISTER: August 2013

Sum of Amount			
Check Date	Payee	Check Number	Total
8/31/2013	NONE TO REPORT	0	\$ -
Grand Total			\$ -

Check Number	Check Type	Check Date	Payee	Fund	Account Code	Amount
52564	Warrant	8/8/2013	Special Ed Asst & Tech Support, Inc	Golden Valley Charter School	62-3310-0-5770-1120-5800-000-000000	\$ 1,366.20
52565	Warrant	8/8/2013	Law Office of Young, Minney & Corr, LLP	Golden Valley Charter School	62-0000-0-0000-7200-5810-000-000000	\$ 506.35
52566	Warrant	8/8/2013	ServiceMaster Building Maintenance	Golden Valley Charter School	62-0000-0-0000-8100-5500-000-000000	\$ 329.00
52567	Warrant	8/8/2013	Ventura County Schools, Self-Funding Authority	Golden Valley Charter School	62-0000-0-0000-7200-5400-000-000000	\$ 18,515.80
52567	Warrant	8/8/2013	Ventura County Schools, Self-Funding Authority	Golden Valley Charter School	62-0000-0-0000-7200-5400-000-000000	\$ 343.19
52568	Warrant	8/8/2013	Brainpop	Golden Valley Charter School	62-1100-0-1110-1000-4310-000-000000	\$ 1,590.00
52574	Warrant	8/16/2013	Office Depot	Golden Valley Charter School	62-0000-0-1110-1000-4310-000-000000	\$ (1.19)
52574	Warrant	8/16/2013	Office Depot	Golden Valley Charter School	62-0000-0-1110-1000-4315-008-000000	\$ 0.15
52574	Warrant	8/16/2013	Office Depot	Golden Valley Charter School	62-0000-0-1110-1000-4315-008-000000	\$ 3.65
52574	Warrant	8/16/2013	Office Depot	Golden Valley Charter School	62-0000-0-1110-1000-4315-008-000000	\$ 9.44
52574	Warrant	8/16/2013	Office Depot	Golden Valley Charter School	62-0000-0-1110-1000-4315-008-000000	\$ 1.39
52574	Warrant	8/16/2013	Office Depot	Golden Valley Charter School	62-0000-0-1110-1000-4315-008-000000	\$ 32.94
52574	Warrant	8/16/2013	Office Depot	Golden Valley Charter School	62-0000-0-1110-1000-4315-008-000000	\$ 5.95
52574	Warrant	8/16/2013	Office Depot	Golden Valley Charter School	62-0000-0-1110-1000-4315-008-000000	\$ 4.28
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 10.41
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 7.80
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 39.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 6.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 6.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 3.25
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 6.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 6.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 6.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 6.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 6.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-008-165530	\$ 4.25
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-162081	\$ 6.50
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-162081	\$ 10.25
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-162081	\$ 8.50
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-162081	\$ 14.25
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-162081	\$ 27.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-162081	\$ 6.80
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-162081	\$ 6.37
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-162081	\$ 10.50
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-162081	\$ 6.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-165072	\$ 89.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-165072	\$ 9.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-165072	\$ 7.99
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-165072	\$ 7.49
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-165819	\$ 10.95
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-165819	\$ 19.20
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-165819	\$ 3.25
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-165819	\$ 3.05
52575	Warrant	8/16/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-165819	\$ 10.50
52576	Warrant	8/16/2013	Singapore Math, Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-017-163679	\$ 10.00

52586 Warrant	8/22/2013	Barnes & Noble Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-002-074347	\$ 3.99
52586 Warrant	8/22/2013	Barnes & Noble Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-002-074347	\$ 13.88
52586 Warrant	8/22/2013	Barnes & Noble Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-002-074347	\$ 4.70
52587 Warrant	8/22/2013	Christine Albright	Golden Valley Charter School	62-0000-0-1110-1000-4315-001-000000	\$ 9.20
52588 Warrant	8/22/2013	E. J. Harrison & Sons Inc	Golden Valley Charter School	62-0000-0-0000-8100-5510-000-000000	\$ 62.43
52589 Warrant	8/22/2013	Follett Educational Services	Golden Valley Charter School	62-0000-0-1110-1000-4310-008-165318	\$ 42.90
52589 Warrant	8/22/2013	Follett Educational Services	Golden Valley Charter School	62-0000-0-1110-1000-4310-008-165318	\$ 54.00
52589 Warrant	8/22/2013	Follett Educational Services	Golden Valley Charter School	62-0000-0-1110-1000-4310-008-165318	\$ 11.49
52589 Warrant	8/22/2013	Follett Educational Services	Golden Valley Charter School	62-0000-0-1110-1000-4310-008-165318	\$ 10.34
52589 Warrant	8/22/2013	Follett Educational Services	Golden Valley Charter School	62-0000-0-1110-1000-4310-008-165318	\$ 18.00
52590 Warrant	8/22/2013	Growing With Grammar (JackKris)	Golden Valley Charter School	62-0000-0-1110-1000-4311-005-165307	\$ 9.39
52590 Warrant	8/22/2013	Growing With Grammar (JackKris)	Golden Valley Charter School	62-0000-0-1110-1000-4311-005-165307	\$ 3.52
52590 Warrant	8/22/2013	Growing With Grammar (JackKris)	Golden Valley Charter School	62-0000-0-1110-1000-4311-005-165307	\$ 31.99
52590 Warrant	8/22/2013	Growing With Grammar (JackKris)	Golden Valley Charter School	62-0000-0-1110-1000-4311-005-165307	\$ 14.99
52591 Warrant	8/22/2013	Houghton Mifflin Harcourt - Acct#147529	Golden Valley Charter School	62-0000-0-1110-1000-4311-024-065665	\$ 84.75
52591 Warrant	8/22/2013	Houghton Mifflin Harcourt - Acct#147529	Golden Valley Charter School	62-0000-0-1110-1000-4311-024-065665	\$ 6.35
52592 Warrant	8/22/2013	Kelly Villalovos	Golden Valley Charter School	62-0000-0-1110-1000-5210-000-000000	\$ 188.63
52593 Warrant	8/22/2013	Math- U- See California, Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-002-162759	\$ 7.83
52593 Warrant	8/22/2013	Math- U- See California, Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-002-162759	\$ 30.00
52593 Warrant	8/22/2013	Math- U- See California, Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-002-162759	\$ 2.25
52594 Warrant	8/22/2013	Nancy Larson Publishers, Inc.	Golden Valley Charter School	62-0000-0-1110-1000-4311-011-165213	\$ 5.95
52594 Warrant	8/22/2013	Nancy Larson Publishers, Inc.	Golden Valley Charter School	62-0000-0-1110-1000-4311-011-165213	\$ 2.85
52594 Warrant	8/22/2013	Nancy Larson Publishers, Inc.	Golden Valley Charter School	62-0000-0-1110-1000-4311-011-165213	\$ 32.00
52595 Warrant	8/22/2013	Nickerson Family Trust (Sjnden LLC)	Golden Valley Charter School	62-0000-0-0000-8700-5610-000-000000	\$ 9,222.00
52596 Warrant	8/22/2013	Office Depot eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-001-070702	\$ 49.52
52596 Warrant	8/22/2013	Office Depot eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-001-070702	\$ 43.98
52596 Warrant	8/22/2013	Office Depot eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-001-070702	\$ 12.58
52596 Warrant	8/22/2013	Office Depot eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-001-070702	\$ 23.99
52596 Warrant	8/22/2013	Office Depot eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-001-070702	\$ 9.77
52596 Warrant	8/22/2013	Office Depot eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-001-000000	\$ 49.52
52596 Warrant	8/22/2013	Office Depot eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-001-000000	\$ 43.98
52596 Warrant	8/22/2013	Office Depot eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-001-000000	\$ 13.30
52596 Warrant	8/22/2013	Office Depot eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-001-000000	\$ 8.39
52596 Warrant	8/22/2013	Office Depot eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-001-000000	\$ 5.18
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166002	\$ 4.95
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166002	\$ 0.74
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166002	\$ 0.37
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4310-007-040088	\$ 11.95
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4310-007-040088	\$ 1.43
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4310-007-040088	\$ 0.90
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4310-009-162197	\$ 6.75
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4310-009-162197	\$ 0.81
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4310-009-162197	\$ 0.51
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-002-166002	\$ 3.00
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-002-166002	\$ 1.30
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-002-166002	\$ 1.30
52597 Warrant	8/22/2013	Rainbow Resource Center	Golden Valley Charter School	62-0000-0-1110-1000-4311-002-166002	\$ 5.75

52599 Warrant	8/22/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-005-165784	\$ 0.49
52599 Warrant	8/22/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-005-165784	\$ 1.89
52599 Warrant	8/22/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-005-165784	\$ 6.29
52599 Warrant	8/22/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-005-165789	\$ 32.99
52599 Warrant	8/22/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-005-165789	\$ 2.97
52599 Warrant	8/22/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-005-000000	\$ 49.99
52599 Warrant	8/22/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-005-000000	\$ 9.39
52599 Warrant	8/22/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-005-000000	\$ 11.09
52599 Warrant	8/22/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-005-000000	\$ 6.34
52600 Warrant	8/22/2013	Staples Business Advantage	Golden Valley Charter School	62-0000-0-1110-1000-4315-027-000000	\$ 1.79
52600 Warrant	8/22/2013	Staples Business Advantage	Golden Valley Charter School	62-0000-0-1110-1000-4315-027-000000	\$ 40.98
52600 Warrant	8/22/2013	Staples Business Advantage	Golden Valley Charter School	62-0000-0-1110-1000-4315-027-000000	\$ 28.69
52600 Warrant	8/22/2013	Staples Business Advantage	Golden Valley Charter School	62-0000-0-1110-1000-4315-027-000000	\$ 0.79
52600 Warrant	8/22/2013	Staples Business Advantage	Golden Valley Charter School	62-0000-0-1110-1000-4315-027-000000	\$ 6.50
52601 Warrant	8/22/2013	Stephanie Hagenbach	Golden Valley Charter School	62-0000-0-1110-1000-4315-032-000000	\$ 34.66
52601 Warrant	8/22/2013	Stephanie Hagenbach	Golden Valley Charter School	62-0000-0-1110-1000-4315-032-000000	\$ 2.60
52602 Warrant	8/22/2013	Tabeth Gomez	Golden Valley Charter School	62-0000-0-1110-1000-5300-000-000000	\$ 256.51
52603 Warrant	8/22/2013	TelePacific Communications	Golden Valley Charter School	62-0000-0-0000-7200-5910-000-000000	\$ 381.74
52604 Warrant	8/22/2013	The Critical Thinking Co.	Golden Valley Charter School	62-0000-0-1110-1000-4311-005-165443	\$ 15.99
52604 Warrant	8/22/2013	The Critical Thinking Co.	Golden Valley Charter School	62-0000-0-1110-1000-4311-005-165443	\$ 6.95
52604 Warrant	8/22/2013	The Critical Thinking Co.	Golden Valley Charter School	62-0000-0-1110-1000-4311-005-165443	\$ 1.72
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-003-165324	\$ 125.00
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-009-077320	\$ (12.50)
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-009-077320	\$ 125.00
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-009-077324	\$ 125.00
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-009-077324	\$ (12.50)
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-009-077325	\$ (12.50)
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-009-077325	\$ 125.00
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-010-165920	\$ 125.00
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-010-165920	\$ 9.38
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-012-077300	\$ 125.00
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-014-039888	\$ 112.50
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-014-040306	\$ 112.50
52605 Warrant	8/22/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-017-165914	\$ 125.00
52606 Warrant	8/28/2013	Carson- Dellosa	Golden Valley Charter School	62-0000-0-1110-1000-4311-027-165198	\$ 13.99
52606 Warrant	8/28/2013	Carson- Dellosa	Golden Valley Charter School	62-0000-0-1110-1000-4311-027-165198	\$ 5.95
52606 Warrant	8/28/2013	Carson- Dellosa	Golden Valley Charter School	62-0000-0-1110-1000-4311-027-165198	\$ 2.69
52606 Warrant	8/28/2013	Carson- Dellosa	Golden Valley Charter School	62-0000-0-1110-1000-4311-027-165198	\$ 9.95
52607 Warrant	8/28/2013	Del Sol Books	Golden Valley Charter School	62-0000-0-1110-1000-4311-010-077230	\$ 16.00
52607 Warrant	8/28/2013	Del Sol Books	Golden Valley Charter School	62-0000-0-1110-1000-4311-010-077230	\$ 16.00
52607 Warrant	8/28/2013	Del Sol Books	Golden Valley Charter School	62-0000-0-1110-1000-4311-010-077230	\$ 2.40
52608 Warrant	8/28/2013	Delta Managed Solutions, Inc.	Golden Valley Charter School	62-0000-0-0000-7200-5825-000-000000	\$ 8,850.00
52609 Warrant	8/28/2013	Growing With Grammar (JackKris)	Golden Valley Charter School	62-0000-0-1110-1000-4311-007-166012	\$ 16.99
52609 Warrant	8/28/2013	Growing With Grammar (JackKris)	Golden Valley Charter School	62-0000-0-1110-1000-4311-007-166012	\$ 14.99
52609 Warrant	8/28/2013	Growing With Grammar (JackKris)	Golden Valley Charter School	62-0000-0-1110-1000-4311-007-166012	\$ 14.99
52609 Warrant	8/28/2013	Growing With Grammar (JackKris)	Golden Valley Charter School	62-0000-0-1110-1000-4311-007-166012	\$ 7.05
52609 Warrant	8/28/2013	Growing With Grammar (JackKris)	Golden Valley Charter School	62-0000-0-1110-1000-4311-007-166012	\$ 3.52

52620 Warrant	8/28/2013	Thinkwell Corporation	Golden Valley Charter School	62-0000-0-1110-1000-5881-024-044491	\$ 8.44
52621 Warrant	8/28/2013	Zaner- Bloser	Golden Valley Charter School	62-0000-0-1110-1000-4311-028-166044	\$ 5.00
52621 Warrant	8/28/2013	Zaner- Bloser	Golden Valley Charter School	62-0000-0-1110-1000-4311-028-166044	\$ 1.20
52621 Warrant	8/28/2013	Zaner- Bloser	Golden Valley Charter School	62-0000-0-1110-1000-4311-028-166044	\$ 10.99
52622 Warrant	8/28/2013	Anne Alday	Golden Valley Charter School	62-0000-0-1110-1000-4315-002-000000	\$ 36.80
52623 Warrant	8/28/2013	Apple One Employment Services	Golden Valley Charter School	62-0000-0-0000-2700-5800-000-000000	\$ 188.10
52624 Warrant	8/28/2013	Appolina Osborne	Golden Valley Charter School	62-0000-0-1110-1000-4315-033-000000	\$ 79.86
52624 Warrant	8/28/2013	Appolina Osborne	Golden Valley Charter School	62-0000-0-1110-1000-5210-000-000000	\$ 56.69
52624 Warrant	8/28/2013	Appolina Osborne	Golden Valley Charter School	62-0000-0-1110-1000-5210-000-000000	\$ 21.92
52625 Warrant	8/28/2013	Laura Armbruster	Golden Valley Charter School	62-0000-0-1110-1000-5210-000-000000	\$ 94.90
52625 Warrant	8/28/2013	Laura Armbruster	Golden Valley Charter School	62-0000-0-1110-1000-5210-000-000000	\$ 85.47
52626 Warrant	8/28/2013	Laura Guy	Golden Valley Charter School	62-0000-0-1110-1000-4315-009-000000	\$ 63.57
52626 Warrant	8/28/2013	Laura Guy	Golden Valley Charter School	62-0000-0-1110-1000-5210-000-000000	\$ 90.40
52627 Warrant	8/28/2013	Racheal Yard	Golden Valley Charter School	62-0000-0-1110-1000-5210-000-000000	\$ 120.23
52628 Warrant	8/28/2013	Singapore Math, Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-022-166130	\$ 10.00
52628 Warrant	8/28/2013	Singapore Math, Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-022-166130	\$ 3.67
52628 Warrant	8/28/2013	Singapore Math, Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-022-166130	\$ 14.20
52628 Warrant	8/28/2013	Singapore Math, Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-022-166130	\$ 13.50
52628 Warrant	8/28/2013	Singapore Math, Inc	Golden Valley Charter School	62-0000-0-1110-1000-4311-022-166130	\$ 13.00
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166079	\$ 0.77
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166079	\$ 4.02
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166079	\$ 1.35
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166079	\$ 1.15
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166079	\$ 3.25
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166080	\$ 1.14
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166080	\$ 3.24
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166080	\$ 9.39
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166080	\$ 1.39
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166080	\$ 4.00
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-002-166080	\$ 1.34
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-012-040419	\$ 10.09
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-012-040419	\$ 20.80
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-012-040419	\$ 2.78
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-012-044520	\$ 10.09
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-012-044520	\$ 20.79
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-012-044520	\$ 2.78
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-012-161135	\$ 10.09
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-012-161135	\$ 20.79
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4310-012-161135	\$ 2.78
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-005-000000	\$ 17.58
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-005-000000	\$ 13.58
52629 Warrant	8/28/2013	Staples - eCommerce	Golden Valley Charter School	62-0000-0-1110-1000-4315-005-000000	\$ 2.80
52630 Warrant	8/28/2013	Terri Adams	Golden Valley Charter School	62-0000-0-0000-7200-4320-000-000000	\$ 20.00
52630 Warrant	8/28/2013	Terri Adams	Golden Valley Charter School	62-0000-0-0000-7200-5200-000-000000	\$ 1,080.20
52630 Warrant	8/28/2013	Terri Adams	Golden Valley Charter School	62-0000-0-0000-7200-5910-000-000000	\$ 197.30
0 Warrant	8/31/2013	NONE TO REPORT	Golden Valley Virtual		\$ -
Subtotal					\$ 86,476.19

Total

\$ 86,476.19

**Mesa Union School District
Board of Trustees
Resolution #13-14-03**

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

Whereas, the Governing Board of the Mesa Union School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 17, 2013, at 7:00 o'clock, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the Mesa Union School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Mesa Union School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core Standards adopted pursuant to Education Code 60605.8;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

- Mathematics:
- Science:
- History-social science:
- English language arts, including the English language development component of an adopted program

Therefore, it is resolved that for the 2013-2014 school year, the Mesa Union School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED THIS 17 day of September, 2013 at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary

President

(11/10 11/11) 11/12

Mesa Union School District

School-Sponsored Field Trip/Excursion Authorization

School-sponsored trips include any trip or excursions made in conjunction with courses of instruction or school-related social, educational or athletic activities.

Please complete the following information to obtain authorization for a school-sponsored field trip. **IMPORTANT** : All trips involving out-of-state or overnight travel shall require the prior approval of the Board.

Authorization for trips must be obtained no later than 10 days prior to the trip. Should the trip require Board approval, sufficient planning is required to ensure approval prior to the trip. Retroactive authorization will not be approved.

School Mesa Union Classroom #(s) 8th gr.

Teacher (s) J. Newell

Departure Date/Time 8:30 am 3/5/14 Return Date/Time 4:00 pm 3/5/14

Destination Museum of Tolerance, LA # Miles One-way 50

Purpose of Trip Study

Description of Activities tour of museum - lunch at Rancho Park if time

Transportation Method(s) Used To/From/At Destination School bus

of Students Anticipated 72 Minimum # of Chaperones Required ** (7) 8

** The ratio of adults to students on school-sponsored trips shall be at least one to ten. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

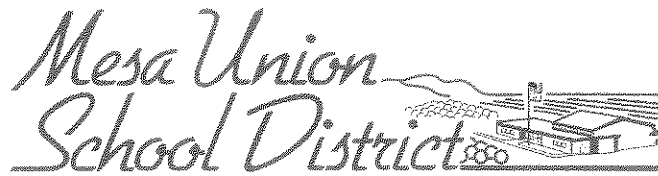
I have read and will abide by Board Policy and Regulations 6153, School-sponsored Trips.

Certificated Employee in Charge Jessie Newell Date 8-29-13

Site Administrator : Approved (✓) Deny () [Signature] Date 8.30.13

Approved by Board of Trustees (if required) :

Clerk/Secretary _____ Date _____



Board of Trustees:
Noel Comanog
Rick Murray
Susan Nemets
Steve Sullivan
Judith Thielemann

Superintendent
Dr. Michael Babb
Principal
Ryan Howatt

"We teach students to create, connect, and collaborate—for life!"

DATE: September 17, 2013
TO: Board of Trustees
FROM: Dr. Michael Babb, Superintendent
RE: REVISED Annual MUSD Goals and Objectives

District Goal One

Lead Continuous Improvement in Student Academic Achievement

Objectives:

1. Raise Academic Proficiency Index, exceeding improvement targets school-wide and all subgroups.
2. Increase proficiency rate among low-income and English learner subgroups greater than the statewide average.
3. Meet or exceed AYP Safe Harbor targets, school-wide and all subgroups.
4. Increase percentage of English Learners making progress on California English Learner Development Test from 64.5% to 74.5%.
5. Increase redesignation rate of English learners by 10%.
6. Create a K-8 continuum of writing skills and strategies that describes grade level expectations of writing among all students that align to Common Core State Standards.

District Goal Two

Ensure that Staff Provides a Safe, Healthy and Productive School Environment that Supports Student Academic and Social Growth

Objectives:

1. Assess student and staff safety; use data to plan and implement specific improvements, e.g., access and increased supervision and communication, increased parent volunteers, student peer support.
2. Maintain clean and welcoming school facilities.
3. Through professional learning, support CHAMPS positive behavior supports; use data to make strategic improvements where needed.
4. Expand fresh fruit and vegetable options in cafeteria.
5. Work with Wellness Committee to promote healthy student nutrition through tastings and other activities
6. Redirect funds to hire health technician during student lunch period.
7. Conduct California Healthy Kids Survey; use data to identify areas of improvement.
8. Work with PFO and other sources to construct running track for student use.
9. Investigate and implement anti-bullying strategies.

District Goal Three

Develop and Implement a Plan for Professional Growth and Development that Supports Student Academic Achievement and Social Growth

Objectives:

1. Convene staff development subcommittee and create two-year staff development plan.
2. Plan, implement and evaluate professional development program, including full-day trainings, monthly professional learning events and model lessons. Themes: CCSS and support for English learners.
3. Through professional learning, support CHAMPS positive behavior supports; use data to make strategic improvements, e.g., cafeteria.
4. Conduct evaluation and supervision cycle that bolsters continuous professional growth.
5. Report to board and community on results of professional learning in classrooms.

District Goal Four

Work Effectively with Board Members as a Six-Person Governance Team

Objectives:

1. Complete updates to MUSD policy.
2. Post policy to district web site.
3. Establish protocols for addressing staff and parent contacts, visits to site, etc.
4. Establish benchmarks to evaluate progress toward district goals.
5. Communicate progress toward district vision through newsletters, web site and meetings.

District Goal Five

Maintain Fiscal Solvency and File a Positive Budget Certification

Objectives:

1. Balance MUSD Budget.
2. Communicate with staff and families regarding fiscal opportunities such as the Local Control Funding Formula and challenges.
3. Analyze use of funds to support district goals and continuously refine strategies.
4. Maintain communication with GVCS and monitor budgetary practices.
5. Maintain communication to families regarding district fiscal health.
6. Increase student daily attendance by one percentage point or more.

District Goal Six

Enhance Parental Involvement and Communication

Objectives:

1. Maintain communication to families regarding district fiscal health.
2. Establish and convene a Title One Parent Advisory.
3. Recruit parents for Site Council to meet parent representative requirement.
4. Convene District English Learner Advisory Council.

District Goal Seven

Implement Five-Year Technology Plan

Objectives:

1. Address strategic areas of emphasis: reliability, upgrade devices, prepare for Smarter Balanced, increase use of interactive whiteboard technology.
2. Initiate CAMSA subscription.
3. Write grants to increase technology.
4. Support staff in use of student data technology through professional learning and coaching.
5. Continue to refine and update web page.

**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
STUDENT TEACHING AGREEMENT**

THIS STUDENT TEACHING AGREEMENT (hereinafter "Agreement") is entered into by and between California State University Channel Islands, the Trustees of The California State University, on behalf of the State of California, all of which are hereinafter called the University, and Mesa Union, the School District, hereinafter called MESA UNION.

WHEREAS, MESA UNION and University desire to enter into an agreement for MESA UNION to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the University; and

WHEREAS, MESA UNION will be paid at the rate of Twenty-Five Dollars (\$25.00) per semester unit.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is mutually agreed between the University and MESA UNION as follows:

1. The TERM of this Agreement is July 1, 2013 through June 30, 2016, with the option to either party to review and terminate the Agreement at the end of each fiscal year on or before June 30 by providing written notice of termination to the other party on or before June 30 of each year.
2. MESA UNION shall provide to the University students, teaching experience through practice teaching in schools and classes of MESA UNION. Such practice teaching shall be provided in such schools or classes of MESA UNION and under the direct supervision and instruction of such employees of MESA UNION, as MESA UNION and the University, through their duly authorized representative, may agree upon.
3. MESA UNION may refuse to accept for practice teaching any student of the University assigned to practice teaching in MESA UNION, and upon request of MESA UNION, the University shall terminate the assignment of any student of the University to practice teaching in the MESA UNION.
4. The University will pay MESA UNION for the performance by MESA UNION of all services required to be performed under this agreement at the rate and in the amount of Twenty-Five Dollars (\$25.00) for each semester unit of practice teaching.
5. The University will provide fingerprint and criminal background check clearance for any student assigned to MESA UNION.
6. An assignment of a student of the University to practice teaching in classes of MESA UNION shall be for approximately 16 weeks of student teaching at two days per week (i.e., ECS 461 equal to four (4) units), but a student may be given more than one assignment by the University to practice teaching in classes.
 - 6.1 The assignment of a student of the University to practice teaching at MESA UNION shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of MESA UNION the assignment card or other document given the student by the University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.
 - 6.2 In the event the assignment of a student of the University to practice teaching is terminated by the University for any reason, MESA UNION shall still receive payment on account of such student for the full number of units of the initial assignment. If a student is assigned by the University to a different MESA UNION teacher after an assignment has become effective, this shall be considered for payment purposes as an entirely new and separate assignment.

- 6.3 Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided to the student by MESA UNION.
7. Within a reasonable time following the close of each semester of the University, MESA UNION shall submit an invoice to the University for payment, at the rate provided herein at Section 3, for all units of practice teaching provided by MESA UNION under and in accordance with this agreement during said semester.
8. Notwithstanding any other provisions of this agreement, the University shall not be obligated by this agreement to pay MESA UNION any amount in excess of Twenty-Five Dollars (\$25.00) per semester unit.
9. At no time shall a student be considered or become an employee of MESA UNION.
10. Taxes and Workers' Compensation:
- 10.1 University assumes sole and full responsibility for complying with any federal, state or local employment laws and ordinances. University further acknowledges MESA UNION shall not be responsible for payment of employment taxes, disability benefits, and unemployment insurance taxes.
- 10.2 The University is self-insured for worker's compensation and placed students are included in the University's program pursuant to this terms of this agreement.
- 10.3 University agrees to defend, indemnify and hold MESA UNION harmless from and against any and all claims, losses, damages, lawsuits, actions, liabilities, proceedings and attorneys' fees and costs, arising out of or relating to the following concerning the students or this Agreement: employment laws and ordinances, employment taxes, disability benefits, unemployment insurance taxes and workers' compensation, liability.
11. Insurance. It is understood and agreed that the University will maintain insurance (self or group) programs to fund its liabilities under this Agreement.
- The University agrees to procure and provide the SPLIP (Student Professional Liability Insurance Program) as a "claims made" policy in the amount of One Million Dollars (\$1,000,000) each loss, and Three Million Dollars (\$3,000,000) aggregate for all covered parties, and not per student. Coverage is provided for claims which are both: (1) first made against the Insured during the policy period: and (2) reported to the Carrier as soon as practical, but not later than three (3) years after the policy period. MESA UNION will be considered an additional insured on the student's general liability policy. The University agrees that MESA UNION shall be an additional named insured under the SPLIP.
12. Compliance with Laws; Harassment Policy: University acknowledge and agree that student will comply with all applicable laws and regulations. University acknowledges receipt of MESA UNION's policy against harassment, including but not limited to sexual harassment, and agrees that student and University will abide by said policy at all times.
- 12.1 Before assigning student to MESA UNION, the University will instruct such student on applicable University and federal laws relating to unlawful discrimination (including harassment).

12.2 The University will also instruct student on state and federal laws related to the Family Educational Rights and Privacy Act (FERPA).

The parties have executed this Agreement as of the date set forth below.

STATE OF CALIFORNIA

Mesa Union, the School District

Trustees of the California State University
California State University Channel Islands

By: _____

By: _____

Title: Buyer II, Procurement & Contract Services

Title: _____

Date: _____

Date: _____

Sign & Return

CSBA Sample

Board Policy

School Plans/Site Councils

BP 0420

Philosophy, Goals, Objectives and Comprehensive Plans

Note: The following optional policy may be revised to reflect district practice.

The Governing Board believes that comprehensive planning at each district school is necessary in order to focus school improvement efforts on student academic achievement and facilitate the effective use of district resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

Note: School site councils or other schoolwide advisory committees are required to develop a single plan for student achievement (SPSA) to consolidate the school plans required for the state and federal categorical programs included in the state's consolidated application (Education Code 64000-64001) and the Quality Education Investment Act (Education Code 52055.700-52055.770). School plans formerly required for the Pupil Retention Block Grant (Education Code 41505-41508) and School and Library Improvement Block Grant (Education Code 41571-41573) may no longer be applicable since the funding for those programs is now included in the Local Control Funding Formula pursuant to AB 97 (Ch. 47, Statutes of 2013). For additional information regarding the development and content of the SPSA, see the accompanying administrative regulation and the California Department of Education's (CDE) publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, available on its web site.

For any school that participates in specified ~~state and/or federal~~ categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 52055.755, 64001)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.4 - Quality Education Investment Schools)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1431 - Waivers)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4131 - Staff Development)

(cf. 5147 - Dropout Prevention)
(cf. 6020 - Parent Involvement)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6151 - Class Size)
(cf. 6164.2 - Counseling/Guidance Services)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6190 - Evaluation of the Instructional Program)

As appropriate, a school may incorporate any other school plan into the SPSA. (Education Code 64001)

Note: The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all programs included, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and students. He/she shall submit to the Board his/her recommendations for plan approval or revision.

The Board shall review and approve each school's SPSA and any subsequent material revisions affecting the academic programs for students participating in the categorical programs addressed in the SPSA. The Board shall certify that, to the extent allowable under federal law, the SPSA is consistent with district local improvement plans required as a condition of receiving federal funding. Any such review and approval shall be at a regularly scheduled Board meeting. (Education Code 64001)

Note: The CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council indicates that, as with plans required for School-Based Program Coordination pursuant to Education Code 52855, the Board must communicate its reasons any time it does not approve the SPSA.

Whenever the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council or committee. The school site council or committee shall then revise and resubmit the SPSA to the Board for its approval.

Note: The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the site council.

Legal Reference:
EDUCATION CODE
52-53 Designation of schools

33133 Information guide for school site councils
35147 Open meeting laws exceptions
41500-41573 Categorical education block grants
52055.700-52055.770 Quality Education Investment Act
52176 Advisory committees
52500-52617 Adult education
52800-52887 School-Based Program Coordination Act
52890 Qualifications and duties of outreach consultants
54000-54028 Educationally Disadvantaged Youth Programs
54100-54145 Miller-Unruh Basic Reading Act
54425 Advisory committees (compensatory education)
54650-54659 Education Improvement Incentive Program
56000-56867 Special education
64000 Categorical programs included in consolidated application
64001 Single school plan for student achievement, consolidated application programs
HEALTH AND SAFETY CODE
104420 Tobacco use prevention
CODE OF REGULATIONS, TITLE 5
3930-3937 Compliance plans
UNITED STATES CODE, TITLE 20
6311 Accountability, adequate yearly progress
6312-6319 Title I programs; plans
6421-6472 Programs for neglected, delinquent, and at-risk children and youth
6601-6651 Teacher and Principal Training and Recruitment program
6801-7014 Limited English proficient and immigrant students
7101-7165 Safe and Drug-Free Schools and Communities
7341-7355c Rural Education Initiative

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, February 2013

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education, Single Plan for Student Achievement:

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

U.S. Department of Education: <http://www.ed.gov>

WestEd: <http://www.wested.org>

CSBA Sample

Administrative Regulation

School Plans/Site Councils

AR 0420

Philosophy, Goals, Objectives and Comprehensive Plans

School Site Councils

Note: Education Code 52852 requires the establishment of a school site council at each school that participates in School-Based Program Coordination. In addition, Education Code 64001 requires that each school have a school site council, or other advisory committee that meets the requirements of Education Code 52852, to develop and review the school's single plan for student achievement (SPSA) for any categorical programs included in the state's consolidated application; see section "Single Plan for Student Achievement" below.

Note: For information about the organization of the school site council, including sample school site council bylaws that address duties, membership, officers, subcommittees, and meetings, see the California Department of Education's (CDE) publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, available on the CDE's web site.

School site councils shall be established when required for participation in a categorical program. (Education Code 52852, 64001)

(cf. 0420.1 - School-Based Program Coordination)

The school site council shall be composed of the following: (Education Code 52852)

1. The principal
2. Teachers selected by the school's teachers
3. Other school personnel selected by the school's other personnel
4. Parent/guardian representatives, who may include parents/guardians of students attending the school and/or community members, selected by parents/guardians of students attending the school

***Note: Education Code 52852 requires that secondary schools include students on their school site council. Pursuant to Education Code 52 and 53, secondary schools include high schools and junior high schools. The CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council advises that middle schools may include student representation on the school site council at the district's discretion. If the

district does determine that middle schools should include students on their school site council, then such councils must meet the composition required of secondary schools as noted in the paragraph below item #5.***

5. In secondary schools, students attending the school selected by other such students

Half of the school site council membership shall consist of school staff, the majority of whom shall be classroom teachers. For elementary school site councils, the remaining half shall be parent/guardian representatives. For secondary school site councils, the remaining half shall be equal numbers of parent/guardian representatives and students. (Education Code 52852)

A district employee may serve as a parent/guardian^{community} representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 52852)

Note: The method of selecting members of school site councils is not specified in law, except that members must be chosen by peers as noted above. No additional membership qualifications may be required. The CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council suggests that the selection process may be addressed in Board policy or in bylaws of the school site council. The following optional paragraph may be revised to reflect district practice.

The bylaws of each school site council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination.

School site councils may function on behalf of other committees in accordance with law. (Education Code 52176, 52870, 54425; 5 CCR 3932)

Note: Pursuant to Education Code 35147, school site councils and some advisory committees are exempt from open meeting law requirements (the Brown Act), but must comply with other, less complex procedural requirements as specified; see AR 1220 - Citizen Advisory Committees.

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

(cf. 1220 - Citizen Advisory Committees)

Single Plan for Student Achievement

Note: The following section reflects requirements pertaining to the development of the SPSA required for the state and federal categorical programs included in the consolidated application (Education Code 64000-64001) and the Quality Education Investment Act (Education Code 52055.700-52055.770). The CDE has developed a template for the SPSA, available on its web site, to help schools meet plan requirements.

In order for a school to participate in any state or federal categorical program specified in Education Code 52055.700 or 64000 on an ongoing basis, the school site council shall approve and annually review and update a single plan for student achievement (SPSA). If the school does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed in the section "School Site Councils" above. (Education Code 52055.755, 64001)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 0520.4 - Quality Education Investment Schools)
(cf. 1431 - Waivers)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4131 - Staff Development)
(cf. 5147 - Dropout Prevention)
(cf. 6020 - Parent Involvement)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6151 - Class Size)
(cf. 6164.2 - Counseling/Guidance Services)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6184 - Continuation Education)

The SPSA shall be developed with the review, advice, and certification of any applicable school advisory committees. (Education Code 64001)

Note: The following optional paragraph may be revised to reflect district practice.

Such groups may include, but are not limited to, advisory committees established for categorical programs such as English learner, special education, gifted and talented education, and Economic Impact Aid programs; ~~Western Association of Schools and Colleges leadership teams;~~ district or school liaison teams for schools identified for program improvement; and other committees established by the school or district.

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6190 - Evaluation of the Instructional Program)

Note: Pursuant to Education Code 64001, the SPSA must be based upon an analysis of verifiable state data, including the Academic Performance Index and the California English Language Development Test, and may include other district data on student achievement. The CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council recommends that such data could include results of other state assessments, "adequate yearly progress" as measured pursuant to 20 USC 6311, and local benchmark and curriculum-embedded assessments. The following paragraph may be revised to include any additional measures required by the district.

The SPSA shall be aligned with school goals for improving student achievement. School goals shall be based on an analysis of verifiable state data, including the Academic Performance Index (API) and the California English Language Development Test, and may consider any other data developed by the district to measure student achievement. (Education Code 64001)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

The SPSA shall, at a minimum: (Education Code 64001)

1. Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by the API
2. Identify the means of evaluating the school's progress toward accomplishing those goals
3. Identify how state and federal law governing the categorical programs will be implemented

Note: The CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council clarifies that the SPSA must address all plan components required for individual categorical programs covered by the SPSA. For example, the SPSA for a school that participates in School-Based Program Coordination must include the plan requirements for that program as specified in AR 0420.1 - School-Based Program Coordination.

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

Note: The remainder of this section reflects steps recommended in the CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council and may be revised to reflect district practice.

In developing or revising the SPSA, the school site council or other schoolwide advisory group or school support group shall:

1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.

(cf. 6011 - Academic Standards)

Note: To measure the effectiveness of the school's current instructional program, as provided in item #2 below, the CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council recommends a number of state tools available on the CDE web site, including, but not limited to, the Academic Program Survey, District Assistance Survey, Inventory for School Services, and English Learner Subgroup Self-Assessment. In addition, the California School Climate Survey and California Healthy Kids Survey, available on WestEd's web site, are recommended to help assess the need for support services.

2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.

3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.

Note: The CDE has developed a budget planning tool to assist schools with projecting the estimated expenditures of their SPSA goals against the school's allocations from the consolidated application. The budget planning tool is available on the CDE's web site and is included in the publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council.

4. Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.

The school site council or other schoolwide group shall approve the proposed SPSA at a meeting for which public notice has been posted and then submit the SPSA to the Governing Board for approval. (Education Code 35147, 64001)

Note: The CDE's publication A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council states that it is the responsibility of the school site council to monitor the effectiveness of the SPSA and modify activities when needed. The guide contains an annual evaluation tool to assist school site councils in assessing the effectiveness of the plan.

The school site council or other schoolwide group shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the school shall evaluate results of improvement efforts and report to the Board, advisory committees, and other interested parties regarding progress toward school goals.

The school site council or other schoolwide group may amend the SPSA at any time. Any revisions that would substantively change the academic programs funded through the consolidated application shall be submitted to the Board for approval.

(7/05 11/06) 8/13

CSBA Sample

Administrative Regulation

Title I Program Improvement Schools

AR 0520.2

Philosophy, Goals, Objectives and Comprehensive Plans

Note: The following optional administrative regulation reflects the requirements of federal and state law for Title I schools identified for program improvement (PI) for failing to make "adequate yearly progress" (AYP) for two or more consecutive school years.

Definitions

Note: 20 USC 6311 requires each state to identify measurable objectives to be included in its definition of AYP, based primarily on academic assessments but also graduation rate and, at the state's discretion, other valid and reliable indicators. Specific indicators used by the State Board of Education (SBE) to define AYP are described in the state's federally approved Accountability Workbook and are subject to change. The SBE has also defined the minimum number of students required for a report of subgroup results as either 100 students with valid test results or 50 students in those cases where the subgroup constitutes at least 15 percent of the students at the school with valid test scores.

Adequate yearly progress (AYP) refers to a series of annual academic performance goals, as defined by the State Board of Education, that incorporate student participation levels on state assessments, minimum required percentages of students scoring at the proficient level or above on English language arts and mathematics state assessments, high school graduation rates, and growth on the state's Academic Performance Index (API). AYP includes measurable annual objectives for continuous and substantial improvement for the achievement of all students at the school and for any subgroup of students, including economically disadvantaged students, students from major racial and ethnic groups, students with disabilities, and students with limited English proficiency, when the number of students in the subgroup is sufficient to yield statistically reliable results. (20 USC 6311)

(cf. 0500 - Accountability)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

Program improvement (PI) school refers to a school that is receiving federal Title I funds and has failed to make AYP for each of two consecutive school years. (20 USC 6316)

***Note: The following paragraph reflects state criteria for identifying schools that have failed to make AYP for two or more consecutive years. If the district does not have any schools that are too small to generate a school-level report, the district may revise the paragraph to delete language regarding the aggregation of the results of small schools into a district accountability

measure. For further information about the identification of PI schools, see the California Department of Education's (CDE) Adequate Yearly Progress Report Information Guide.***

A school shall be identified for PI by the California Department of Education (CDE) whenever, for each of two consecutive years, it either does not make AYP in the same content area (English language arts or mathematics) schoolwide or for any numerically significant student subgroup or does not make AYP on the same indicator (Academic Performance Index or high school graduation rate) schoolwide. If a small school has too few students to generate a school-level report, its results shall be aggregated into a district accountability measure.

Year 1 Program Improvement

When any Title I school is initially identified for PI: (20 USC 6316)

Note: 20 USC 6316 allows students to transfer out of a PI school into another school, which may include a charter school, served by the district. See the section "Student Transfers" below for requirements related to such transfers. If all district schools are identified for PI, the district is required, when practicable, to develop an interdistrict transfer agreement to allow for the transfer of such students to a school outside the district. Districts whose schools are all identified for PI may revise item #1 below accordingly.

1. The Superintendent or designee shall provide students enrolled in the school the option of transferring, as described below in the section "Student Transfers," to another school, which may include a charter school, served by the district that has not been identified for PI.

(cf. 0420.4 - Charter School Authorization)
(cf. 5116.1 - Intradistrict Open Enrollment)

2. Not later than three months of being identified for PI, the school shall develop or revise a school plan, in consultation with parents/guardians, school staff, the district, and outside experts, for approval by the Governing Board. The plan shall cover a two-year period and address the components specified in 20 USC 6316.

(cf. 6020 - Parent Involvement)

Note: The following paragraph is optional. Information on the CDE's web site indicates that a school could fulfill the requirement for a two-year school improvement plan by revising its Single Plan for Student Achievement, developed pursuant to Education Code 64000-64001, to reflect the requirements of 20 USC 6316.

To fulfill this requirement, the school may revise its Single Plan for Student Achievement to reflect the requirements of 20 USC 6316.

(cf. 0420 - School Plans/Site Councils)
(cf. 6171 - Title I Programs)

3. Within 45 days of receiving the plan, the Board shall establish a peer review process to assist with its review of the plan, work with the school as necessary, and approve the plan if it meets the requirements of law.
4. The school shall implement the plan no later than the beginning of the next full school year following the school's identification for PI, or, if the plan has not been approved prior to beginning the school year, immediately upon approval of the plan.
5. As the school develops and implements the school plan, the Superintendent or designee shall ensure that the school receives technical assistance from the district, CDE, an institution of higher education, a private organization, an educational service agency, or another entity with experience in helping schools improve academic achievement, including assistance in:
 - a. Analyzing data from state assessments and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school plan
 - b. Identifying and implementing professional development, instructional strategies, and methods of instruction that are derived from scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for PI
 - c. Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and remove the school from PI status

(cf. 3100 - Budget)

Year 2 Program Improvement

For any Title I school that fails to make AYP by the end of the first full school year after being identified for PI, the Superintendent or designee shall take all of the following actions: (20 USC 6316)

1. Continue to provide all students enrolled in the school the option of transferring, as described below in the section "Student Transfers"
2. Arrange for the provision of supplemental educational services (SES) to eligible students from low-income families by a provider with a demonstrated record of effectiveness, as described below in the section "Supplemental Educational Services"
3. Continue to provide for technical assistance in accordance with item #5 in the section "Year 1 Program Improvement" above

Year 3 Program Improvement: Corrective Action

When a school continues to fail to make AYP by the end of the second full school year after identification for PI (four consecutive years of failure to make AYP), the Superintendent or designee shall continue to provide all elements of Year 1 and Year 2 PI specified above. In addition, the Board shall take one or more of the following corrective actions: (20 USC 6316)

1. Replace school staff relevant to the failure

(cf. 4113 - Assignment)
(cf. 4114 - Transfers)
(cf. 4314 - Transfers)

2. Implement a new curriculum and related professional development

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

3. Significantly decrease management authority at the school level

4. Appoint an outside expert to advise the school

5. Extend the school year or school day for the school

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

6. Restructure the internal organization of the school

Note: The following paragraph is optional. Pursuant to Education Code 53300-53303 (the Parent Empowerment Act) and 5 CCR 4800-4808, when a school is identified for Year 3 PI (corrective action) and meets other specified criteria, the parents/guardians of that school may petition the district to implement one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as these models are described in 5 CCR 4803-4807. The district must notify the Superintendent of Public Instruction and the SBE when it receives such a petition and when it takes action on the petition. This option is limited to 75 schools statewide.

Whenever a school is identified for Year 3 PI, continues to fail to make AYP, has an API of less than 800, and is not identified as a "persistently lowest achieving school" pursuant to Education Code 53201, the parents/guardians of students attending that school may petition the district to implement an intervention for the purpose of improving academic achievement or student safety, provided that the state limit on the number of such schools has not yet been reached. To be considered by the Board, the petition shall contain all required content and signatures and specify one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as described in 5 CCR

4803-4807. The district shall implement the option requested by the parents/guardians unless, at a regularly scheduled public hearing, the Board makes a finding in writing stating the reason it cannot implement the recommended option and instead designates one of the other options to be implemented. (Education Code 53300-53303; 5 CCR 4800-4808)

Year 4 Program Improvement and Beyond: Restructuring

For any school that continues to fail to make AYP after one full year of corrective action, the Superintendent or designee shall continue to provide all students enrolled in the school with the option to transfer to another school within the district and continue to make SES available to eligible students who remain in the school. In addition, the Board shall develop a plan and make necessary arrangements to implement one of the following options for alternative governance and restructuring, consistent with state law: (20 USC 6316)

1. Reopen the school as a charter school
2. Replace all or most of the school staff relevant to the failure
3. Enter into a contract with an entity with a demonstrated record of effectiveness to operate the school
4. Turn the operation of the school over to the CDE
5. Institute any other major restructuring of the school's governance arrangements that makes fundamental reforms

Notifications

Note: 20 USC 6316 and 34 CFR 200.37 require the following notification to parents/guardians. Templates that can be used by the district to develop the notification for any year of PI, as well as translations in many languages, are available on the CDE's web site.

Whenever a school is identified for PI, corrective action, or restructuring, the Superintendent or designee shall promptly notify parents/guardians of students enrolled in that school. The notification shall include: (20 USC 6316; 34 CFR 200.37)

1. An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state
2. The reasons for the identification
3. An explanation of what the school is doing to address the problem of low achievement
4. An explanation of what the district or state is doing to help the school address the achievement problem

5. An explanation of how parents/guardians can become involved in addressing the academic issues that caused the school to be identified for PI

Note: Specific requirements for the notifications described in items #6 and 7 are addressed below in the sections "Student Transfers" and "Supplemental Educational Services," respectively. If all the district's schools are PI schools, the district may revise item #6 below to reflect interdistrict attendance agreements, if any, that the district has established with other district(s) pursuant to 20 USC 6316.

6. An explanation of the option to transfer to another school within the district, as described below in the section "Student Transfers"

7. If the school is in Year 2 of PI or beyond, an explanation of how parents/guardians can obtain SES for their child as described below in the section "Supplemental Educational Services"

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall disseminate information about corrective actions taken at any district school to the parents/guardians of each student in that school and to the public through such means as the Internet, the media, and public agencies. (20 USC 6316)

The Superintendent or designee shall promptly notify teachers and parents/guardians whenever a school is identified for restructuring and shall provide them adequate opportunities to comment before taking action and to participate in developing any plan for restructuring school governance. (20 USC 6316)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

All notifications pertaining to PI shall be written in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand. (20 USC 6316; 34 CFR 200.36)

Note: 20 USC 6316 and 34 CFR 200.48 require districts to spend at least 20 percent of district Title I funds for costs related to SES, transportation for student transfers, and related outreach and assistance to parents/guardians; see the accompanying Board policy. 34 CFR 200.48 authorizes districts to spend less than 20 percent if they provide timely, accurate notifications as described above and partner with outside groups to inform students and families, as provided below. The following paragraph is optional.

To the extent practicable, the district shall partner with outside groups, such as faith-based organizations, community-based organizations, and business groups, to help inform eligible students and their families of the opportunities to transfer or to receive SES. (34 CFR 200.48)

Student Transfers

***Note: As noted above, 20 USC 6316 requires any school in Year 1 of PI or beyond to

provide all students in that school with an opportunity to transfer to another school, which may include a charter school, served by the district.***

Note: 34 CFR 200.44 provides that a district subject to a desegregation plan, whether voluntary, court-ordered, or required by a federal or state administrative agency, is not exempt from the requirement to allow such transfers. However, the district may take into account the requirements of the desegregation plan in determining how to provide students with the option to transfer to another school.

Note: Because the district is required to offer intradistrict transfers to all students in PI schools, it is recommended that the district give priority to such students in its intradistrict open enrollment policy; see BP 5116.1 - Intradistrict Open Enrollment.

Note: Pursuant to 20 USC 6316, if all district schools are identified for PI, the district is required to develop an interdistrict transfer agreement when practicable. Such districts may revise the following section accordingly.

All students enrolled in a school in Year 1 of PI or beyond shall be provided an option to transfer to another school, which may include a charter school, served by the district provided that the school: (20 USC 6316; 34 CFR 200.44)

1. Has not been identified for PI, corrective action, or restructuring

In the event that all district schools are identified for PI, the district shall, to the extent practicable, establish a cooperative agreement with other local educational agencies in the area for interdistrict transfers.

(cf. 5117 - Interdistrict Attendance)

Note: Districts must offer students attending a school identified as "persistently dangerous" by the CDE the opportunity to transfer to another district school. See BP/AR 5116.1 - Intradistrict Open Enrollment for a definition of "persistently dangerous" and other conditions regarding this type of transfer.

2. Has not been identified by the CDE as a "persistently dangerous" school pursuant to 20 USC 7912 and 5 CCR 11992-11994

(cf. 0450 - Comprehensive Safety Plan)

Note: U.S. Department of Education (USDOE) nonregulatory guidance (Public School Choice) clarifies that, although all students in PI schools must be given an option to transfer, 20 USC 6316 and 34 CFR 200.44 give priority to the lowest achieving students from low-income families. This could mean giving those students their first choice of schools and/or first priority for transportation services if funds are limited. For these purposes, the district must determine family income on the same basis that the district uses to make Title I allocations to schools.

Among the students offered an option to transfer out of a PI school, priority shall be given to the lowest achieving students from low-income families, as defined by the district for purposes of allocating Title I funds. (20 USC 6316; 34 CFR 200.44)

If two or more district schools are eligible to accept transfers based on criteria listed in items #1-2 above, the district shall provide a choice of more than one such school and shall take into account parent/guardian preferences among the choices offered. (34 CFR 200.44)

Note: 34 CFR 200.44 indicates that lack of capacity is not a permissible reason to deny transfer opportunities to students. The USDOE guidance reiterates that districts must either create additional capacity or provide choices of other schools. Thus, districts must ensure that nothing in their parental notification letter or transfer application implies that choice may be limited due to a lack of capacity. When capacity is an issue, the district might consider portable classrooms, reassignment of teachers, distance learning programs, the establishment of new charter schools, or other options.

The Superintendent or designee may consider school capacity in selecting schools that will be offered as alternatives for school choice, but shall not use the lack of school capacity to deny transfer opportunities to students. The district may increase capacity in eligible district schools to accommodate all students who wish to transfer.

Note: 34 CFR 200.37 and 200.44 require that districts notify parents/guardians of their transfer option no later than 14 calendar days before the start of the school year. However, it is sometimes difficult for districts to meet this deadline because of the timing of California's assessment results and of the identification of PI schools. When necessary, the CDE will notify PI schools of an alternate date by which they must send this notification. Pursuant to 34 CFR 200.32, under no circumstances may a district wait an additional school year (until the second school year following the one in which assessments that led to the failure to make AYP were administered) before offering the transfer option to eligible students.

The transfer option shall be offered so that students may transfer in the school year following the school year in which the district administered the assessments that resulted in the identification of the school for PI, corrective action, or restructuring. In order to provide adequate time for parents/guardians to exercise their transfer option before the school year begins, the Superintendent or designee shall notify parents/guardians of the available school choices sufficiently in advance of, but no later than 14 calendar days before, the start of the school year or on a date otherwise determined necessary by the CDE. (34 CFR 200.37, 200.44)

Note: 34 CFR 200.37 contains requirements for the content of the notice that must be provided to parents/guardians whenever a school is identified for PI, corrective action, or restructuring, which include the content described in items #5-6 below related to school choice. The USDOE guidance describes additional requirements that the notice should contain (items #1-4 below). These requirements are incorporated into the sample parental notification available on the CDE's web site.

Notice of the transfer option shall:

1. Inform parents/guardians that, due to the identification of the current school as in need of improvement, their child is eligible to attend another school, including a charter school, served by the district
2. Identify each school that the parent/guardian may select
3. Explain why the choices made available to the parents/guardians may have been limited

Note: According to the USDOE guidance, parents/guardians do not necessarily need to be guaranteed their first choice of schools. Item #4 reflects language in the guidance that authorizes, but does not require, districts to develop a system of rank-ordering preferences. See E(1) 0520.2 for a sample form that may be used for parent/guardian requests for student transfers.

4. Describe the timelines and procedures that parents/guardians must follow in selecting a school for their child, including a requirement that parents/guardians rank-order their preferences of eligible schools as appropriate
5. Provide information on the academic achievement of the school(s) to which the student may transfer (34 CFR 200.37)

Note: 34 CFR 200.37 requires that the notice explain the provision of transportation, as provided in item #6 below. According to the USDOE guidance, the notice should include a discussion of how transportation will be provided or paid for and, if the district anticipates that it will not have sufficient funds to provide transportation to all eligible students requesting a transfer, information on how the district will set priorities to determine which students will receive transportation.

6. Explain the provision of transportation to the new school (34 CFR 200.37)

Note: 34 CFR 200.37 describes additional content that may be included in the notice at the district's discretion. The following optional paragraph may be revised as desired.

The notice may include other information about the school(s) to which the student may transfer, such as a description of any special academic programs or facilities, the availability of before- and after-school programs, the professional qualifications of teachers in the core academic subjects, and a description of parent involvement opportunities. (34 CFR 200.37)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 5148.2 - Before/After School Programs)

In addition to mailing notices directly to parents/guardians, the Superintendent or designee shall provide information about transfer options through broader means, such as the Internet, the media, and public agencies serving students and their families. (34 CFR 200.36)

(cf. 1100 - Communication with the Public)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

Note: 34 CFR 200.39 includes the following requirement for districts that have their own web sites. If the district does not have a web site, the CDE is required to provide this information on its web site. The USDOE guidance clarifies that this provision requires the posting of historical data from 2007-08 and all subsequent years, not just the current year.

The district shall prominently display on its web site, in a timely manner each school year, a list of available schools to which eligible students may transfer in the current school year. The district shall also display data on the number of students who were eligible for and who participated in the student transfer option, beginning with data from the 2007-08 school year and each subsequent year thereafter. (34 CFR 200.39)

Note: The following optional paragraph may be revised to reflect district practice. According to the USDOE guidance, the district may set a reasonable deadline by which parents/guardians must respond to the offered school assignment, as long as parents/guardians have sufficient time and information to make an informed decision.

In accordance with timelines established for the transfer request process, the Superintendent or designee shall notify parents/guardians of their child's school assignment and shall establish a reasonable deadline by which parents/guardians must either accept the assignment or decline the assignment and remain in the school of origin.

Note: If a student exercises the option to transfer to another school within the district, 20 USC 6316 and 34 CFR 200.44 require the district to provide or pay for the student's transportation to that school. The USDOE guidance clarifies that, if the district does not offer transportation services to its students, it will be required to reimburse parents/guardians for the costs of providing transportation or for using public transportation. This requirement is an exception to state and federal law for other types of intradistrict transfers for which the district is not obligated to provide or pay for transportation; see BP 5116.1 - Intradistrict Open Enrollment.

Note: In cases where all district schools are identified for PI and the district has developed an interdistrict transfer agreement pursuant to 20 USC 6316, the provision of transportation to transfer students must be determined by an agreement between the cooperating districts. Such districts may revise the remainder of this section accordingly.

The district shall provide, or shall pay for the provision of, transportation to the district school which the student chooses to attend. (20 USC 6316; 34 CFR 200.44)

(cf. 3540 - Transportation)

***Note: The USDOE guidance states that districts have flexibility to establish transportation zones based on geographic location. The following optional paragraph is based on the authority

in the USDOE guidance and may be revised to reflect district practice.***

To ensure that transportation may be reasonably provided, the Superintendent or designee may establish transportation zones based on geographic location within the district. Transportation to schools within a zone shall be fully provided, while transportation outside the zone may be partially provided.

(cf. 3541 - Transportation Routes and Services)

Any student who transfers to another district school may remain in that school until he/she has completed the highest grade in that school. However, the district shall not be obligated to provide, or pay for the provision of, transportation for the student after the end of the school year that the school of origin is no longer identified for PI, corrective action, or restructuring. (20 USC 6316; 34 CFR 200.44)

Supplemental Educational Services

Note: As described above, 20 USC 6316 and 34 CFR 200.45 require the district to make SES available to students from low-income families whenever a school is in Year 2 of PI or beyond. For these purposes, the district must determine family income on the same basis that it uses to make Title I allocations to schools. Parents/guardians are allowed to select SES within the district or in neighboring local educational agencies from a list of entities approved by the SBE. USDOE nonregulatory guidance (Supplemental Educational Services) indicates that parents/guardians also may select a provider that is accessible through technology, such as e-learning, online, or distance learning technology.

When required by law, SES shall be provided outside the regular school day and shall be specifically designed to increase achievement of eligible students from low-income families on state academic assessments and to assist them in attaining state academic standards. (20 USC 6316)

(cf. 6011 - Academic Standards)

(cf. 6179 - Supplemental Instruction)

Note: 20 USC 6316 and 34 CFR 200.37 address the content of the notification that must be issued when a school is required to provide SES. These requirements are incorporated into the sample parental notification letters available on the CDE's web site.

When a school is required to provide SES, the Superintendent or designee shall provide annual notice to parents/guardians that includes: (20 USC 6316; 34 CFR 200.37)

1. The availability of SES
2. The identity of approved providers that are within the district or are reasonably available in neighboring local educational agencies

3. The identity of approved providers of technology-based or distance learning services
4. The services, qualifications, and demonstrated effectiveness of each provider, including an indication of those providers who are able to serve students with disabilities or limited English proficiency
5. The benefits of receiving SES

Note: The USDOE guidance suggests that the notification also include procedures and timelines for selecting a provider. The following paragraph is optional.

In addition, the notification shall describe procedures and timelines that parents/guardians must follow to select a provider.

This notification shall be clearly distinguishable from other information sent to parents/guardians regarding identification of the school for PI, corrective action, or restructuring. (34 CFR 200.37)

Note: 34 CFR 200.39 includes the following requirement for districts that have their own web sites. If the district does not have a web site, the CDE is required to provide this information on its web site. The USDOE guidance clarifies that this provision requires the posting of historical data from 2007-08 and all subsequent years, not just the current year.

The district shall prominently display on its web site, in a timely manner each school year, a list of state-approved providers serving the district in the current year and the location where services are provided. The district shall also display the number of students who were eligible for and who participated in SES, beginning with data from the 2007-08 school year. ~~requires~~ the district to spend 20 percent of its Title I funds on costs related to SES, transportation for transfers, and related outreach and assistance to parents/guardians; see the accompanying Board policy. 34 CFR 200.48 specifies that, in order to spend less than 20 percent, a district must distribute sign-up forms for SES, establish at least two enrollment windows, and make school facilities available to eligible providers, as provided below. The following three paragraphs are optional.***

Note: See E(2) for a sample service request form.

The Superintendent or designee shall distribute sign-up forms for SES directly to all eligible students and their parents/guardians and make them available and accessible through broad means of dissemination such as the Internet, other media, and communications through public agencies serving eligible students and their families. (34 CFR 200.48)

The district shall provide a minimum of two enrollment windows, at separate points in the ~~in~~ *time line* established by the district.***

Within a reasonable period of time established by the Superintendent or designee, parents/guardians shall select a SES provider from among those approved by the SBE. Upon

request, the Superintendent or designee shall assist parents/guardians in choosing a provider. (20 USC 6316; 34 CFR 200.46)

The district shall not prohibit or limit an approved provider from promoting its program or the general availability of SES to members of the community. (5 CCR 13075.9)

Note: A district may apply to become a SES provider as long as it meets the qualifications specified in 5 CCR 13075.1 and is approved by the SBE in accordance with the procedure described in 5 CCR 13075.2. 5 CCR 13075.5 lists conditions under which a provider's status may be terminated by the SBE. The following optional paragraph is for use by districts that have been approved as service providers.

When the district is an approved SES provider, the Superintendent or designee shall be careful to provide parents/guardians with a balanced presentation of the options available to them and shall ensure that they understand their right to select the district or any other service provider.

No district employee who administers or provides SES, either solely or in collaboration with a SES provider, or who has a financial interest of any kind in a SES provider, shall use his/her position as a district employee to encourage district students or their parents/guardians to use the services of that provider. (5 CCR 13075.7)

(cf. 9270 - Conflict of Interest)

The Superintendent or designee shall ensure that eligible students with disabilities, students covered under Section 504 of the federal Rehabilitation Act, and students with limited English proficiency receive appropriate SES with any necessary accommodations or language assistance. (34 CFR 200.46)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

(cf. 6174 - Education for English Language Learners)

Note: The USDOE guidance clarifies that, if SES providers are unable to provide necessary accommodations or language assistance to students with disabilities, students covered under Section 504, or students who are English learners, districts are obligated to provide or contract for such services with accommodations or language assistance, as provided below.

If no provider is able to make the services available to such students, the district shall provide the services with necessary accommodations or language assistance, either directly or through a contract. Services shall be consistent with a student's individualized education program (IEP) or Section 504 services plan, as applicable.

If available funds are insufficient to provide SES to each eligible student whose parents/guardians request those services, priority shall be given to the lowest achieving eligible students. (20 USC 6316)

Note: The USDOE guidance notes that districts should establish fair and equitable procedures for selecting students to receive services if a particular provider does not have the capacity to serve all students who have selected that provider. The guidance encourages districts to consider allocating available spaces consistent with the priority to serve the lowest achieving eligible students. The following paragraph is optional.

If the number of parents/guardians selecting a particular provider exceeds the capacity of that provider, priority shall be given to the lowest achieving eligible students.

Once a SES provider has been selected by a parent/guardian, the Superintendent or designee shall enter into an agreement with the provider. The agreement shall: (20 USC 6316)

1. Require the district to develop, in consultation with the parents/guardians and the provider, a student learning plan which includes specific achievement goals for the student, a description of how the student's progress will be measured, and a timetable for improving achievement. In the case of a student with disabilities, the student learning plan shall be consistent with the student's IEP.
2. Describe how the student's parents/guardians and teacher(s) will be regularly informed of the student's progress.
3. Provide for the termination of the agreement if the provider is unable to meet such goals and timetables.
4. Contain provisions with respect to the district making payments to the provider.

Note: USDOE correspondence dated August 10, 2007, clarifies that, although providers are prohibited from disclosing student information to third parties without consent, the Family Educational Rights and Privacy Act (20 USC 1232g; 34 CFR 99.1-99.8) does not prohibit providers from using contact information they obtain from the district to notify parents/guardians regarding their services.

5. Prohibit the provider, without written parent/guardian permission, from disclosing to the public the identity of any student eligible for or receiving SES.

(cf. 5125.1 - Release of Directory Information)

In developing the student learning plan as required by item #1 above, the Superintendent or designee shall consult with the parent/guardian of each student to, at a minimum, provide the parent/guardian an opportunity to express his/her views and have them considered. Consultation may include, but is not limited to, communication by telephone, email, home visits, parent/guardian meetings, and/or parent/guardian signature(s). Evidence of this consultation shall be included in the student learning plan. In the event that a consultation does not take place but the parent/guardian has selected an approved SES provider, the Superintendent or designee, or the provider acting on the district's behalf, shall show evidence of at least three separate attempts

to contact the parent/guardian using at least two different means of communication. If the parent/guardian elects not to participate in the consultation, the Superintendent or designee, or approved provider acting on the district's behalf, must develop a student learning plan for the student. (5 CCR 13075.7)

The Superintendent or designee may request, but not require, that the SES provider develop the student learning plan on behalf of the district for each student served by the provider as indicated in the agreement. In such cases, the Superintendent or designee shall make available to the provider pertinent student academic achievement data with parent/guardian permission and other technical assistance that will facilitate the development of the plan. The Superintendent or designee shall maintain responsibility to review and approve the student learning plan to ensure that it is developed in consultation with the parent/guardian and contains all required information. (5 CCR 13075.7)

Eligible SES providers shall be given access to school facilities, using a fair, open, and objective process, on the same basis as other groups that seek access to school facilities. (34 CFR 200.48)

(cf. 1330 - Use of School Facilities)

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Employee Notifications

Note: The following exhibit lists notices which the law requires be provided to employees. Unless otherwise indicated, code numbers below refer to Education Code sections.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Legal Code: Education Code 231.5, Government Code 12950, 2 CCR 7288.0
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually to all employees
Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide product, active ingredients, Internet address to access information

When/Whom to Notify: To all employees, prior to _____
Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: AR 6112
Subject: Public hearing on year-round implementing year-round program schedule

When/Whom to Notify: To all employees, prior to implementing block schedule
Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: AR 6112
Subject: Public hearing on block schedule

When/Whom to Notify: Annually to all employees
Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 3260
Subject: Uniform complaint procedures, available appeals, civil law remedies, identity of coordinator, complaints about student fees

When/Whom to Notify: To all employees
Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: BP 4136/4236/4336
Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: Prior to beginning employment
Legal Code: Government Code 3102
Board Policy/Administrative Regulation #: AR 4112.3/4212.3/4312.3
Subject: Oath or affirmation of allegiance required of public employees

When/Whom to Notify: To all employees
Legal Code: Government Code 8355; 41 USC 8102
Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359
Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school and annually thereafter
Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: AR 5141
Subject: Proper use of AED; location of all AEDs on campus

When/Whom to Notify: To all employees, if the district receives Tobacco-Use Prevention Education funds
Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: AR 3513.3
Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually to all employees
Legal Code: Health and Safety Code 120875, 120880
Board Policy/Administrative Regulation #: AR 4119.43/4219.43/4319.43
Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To covered employees and former employees
Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: Upon employment or by end of first pay period
Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment
Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment, and when employee goes on leave for specified reasons
Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act

When/Whom to Notify: To all employees and job applicants

Legal Code: 34 CFR 104.8, 106.

Board Policy/Administrative Regulation #: BP 0410, BP 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: Annually to all employees

Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement compensation limitation

When/Whom to Notify: To certificated employees

Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated

Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation

Legal Code: Education Code 44664

Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request to notify district of intent to remain in service for the following school year; copy of law

When/Whom to Notify: To certificated employees upon employment
Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment
Legal Code: Education Code 44929.21
Board Policy/Administrative Regulation #: AR 4117.6
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause
Legal Code: Education Code 4493
Board Policy/Administrative Regulation #: AR 4117.4, AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct
Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice

When/Whom to Notify: To probationary employees 30 days prior to dismissal, or not later than March 15 for second- year probationary employees
Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4117.4
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: To probationary employees in districts with less than 250 ADA, before

notice of nonreelection but no later than March 15, with final notice by May 15

Legal Code: Education Code 44948.5

Board Policy/Administrative Regulation #: AR 4117.4

Subject: Recommendation of nonreelection notice for reason other than personnel reduction; statement of reasons upon request

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Legal Code: Education Code 44949, 44955

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: On or before June 30, to temporary employee who served 75 percent of school year but will be released

Legal Code: Education Code 44954

Board Policy/Administrative Regulation #: BP 4121

Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when student engages in or is reasonably suspected of specified acts

Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: To classified employee charged with mandatory leave of absence offense, in merit system district

Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of intent to dismiss in 30 days

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district

Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, procedures, and employee rights

When/Whom to Notify: To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring at end of school year

Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff and reemployment rights

When/Whom to Notify: To classified employees upon employment and upon each change in classification

Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To classified permanent employee whose leave is exhausted

Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus and school activity bus drivers upon employment and at least once a year thereafter

Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3514

Subject: Limitation on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Legal Code: 49 CFR 382.601

Board Policy/Administrative Regulation #: BP 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the release or reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the

following school year
Legal Code: Education Code 44951
Board Policy/Administrative Regulation #: AR 4313.2
Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: Prior to placing derogatory information in personnel file
Legal Code: Education Code 44031
Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6
Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee
Legal Code: Government Code 54957
Board Policy/Administrative Regulation #: BB 9321
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: Notice or training to employee with access to confidential information
Legal Code: Government Code 54963
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime at workplace
Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter
Legal Code: 8 CCR 3204, 5193
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation
Legal Code: 8 CCR 5191
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Any presence of hazardous substances in the work area, location and availability of hazard communication program, new safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave

Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Whether or not employee is eligible for FMLA leave, rights and obligations; consequences of failure to meet obligations

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Postretirement Employment

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Note: The following optional administrative regulation addresses the legal requirements related to the rights and benefits provided by law to retired members of the State Teachers' Retirement System (STRS) when they are hired by the district after their retirement.

When necessary, the district may, subject to specific legal requirements, hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform specialized work or service for the district, as an employee, the employee of a third party, or an independent contractor/consultant.

(cf. 3600 - Consultants)
(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4112 - Appointment and Conditions of Employment)

Note: Pursuant to Education Code 24214, retired members of STRS may be hired to perform work that would normally accrue service credit in STRS (creditable service). Such retired individuals are allowed to receive compensation for rendered services without reduction in their retirement allowance, as long as the compensation does not exceed the compensation limit computed and adjusted annually by STRS.

Any retired certificated individual who is a member of the defined benefit program of the State Teachers' Retirement System (STRS) and who is hired by the district to perform any service pursuant to Education Code 22119.5 or 26113 shall be paid at a rate commensurate with that of other district employees performing comparable duties. However, such a retired individual shall not make contributions to the retirement fund or accrue service credits based on compensation earned from that service. (Education Code 24214)

***Note: Education Code 24214.5 prohibits retired STRS members from performing creditable service by returning to postretirement employment for at least six months after their retirement. A return to creditable service during the six-month period may result in a dollar for dollar loss on a retiree's retirement allowance. Pursuant to Education Code 24214.5, as amended by AB 340 (Ch. 296, Statutes of 2012), a retired individual may be exempted from this prohibition if he/she

has attained the normal retirement age and certain conditions are met, including not receiving any financial inducement to retire. Such a retired individual shall nevertheless be subject to the postretirement compensation limitation specified in Education Code 24214.***

No retired certificated individual who is a member of STRS shall be hired by the district for at least six calendar months after his/her retirement from service unless he/she has attained the normal retirement age. Such hiring shall only be made with Governing Board approval in a public meeting, as reflected in a resolution that shall include information about the nature of the appointment and the following findings: (Education Code 24214.5)

1. The appointment is necessary to fill a critically needed position before 180 days have passed.
2. The retired individual is eligible for this exemption because he/she did not receive additional service credit pursuant to Education Code 22714 or 22715 or a financial inducement to retire.
3. The retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual.

(cf. 9320 - Meetings and Notices)

Note: Special rules apply to the hiring of an individual receiving a STRS disability allowance and the district should consult STRS and legal counsel prior to employing any such disability allowance recipient.

Postretirement Compensation Limitation

Note: Education Code 22461 requires the district to notify retired individuals of the postretirement compensation limitation, but expressly immunizes the district against liability for any amount paid in excess of the limitation or for failing to inform the retired individual that continuation of service would exceed the limitation.

Whenever the district retains the services of a retired individual as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement compensation limitation set forth in Education Code 24214 or 24214.5 or any other applicable law
2. Maintain accurate records of the retired individual's compensation and report it monthly to STRS and the individual, regardless of the method of payment or the fund from which the payments are made

When employing a retired individual who is eligible for any exemption from the postretirement compensation limitation, the Superintendent or designee shall submit to STRS all required documentation to substantiate eligibility for the exemption. (Education Code 24214, 24214.5)

Legal Reference:

EDUCATION CODE

- 22119.5 Creditable service, definition
- 22461 Notice of earnings limitation
- 22714 Encouragement of retirement
- 22715 Additional service credit
- 22716 Unpaid services
- 24116 Service at California State University
- 24214 Creditable service by retiree
- 24214.5 Postretirement compensation limit; members below normal retirement age
- 24215 Service at California State University
- 26113 Creditable service, definition
- 35046 Consultancy contracts
- 41320.1 Appointment of trustee
- 42120-42129 Budget completion
- 44830 Employment of certificated employees
- 44830.3 Employment of district interns
- 44929 Service credit under STRS; additional two years
- 44929.1 2+2 service and year credit option under STRS
- 52055.57-52055.60 Local Educational Agency Intervention program

Management Resources:

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

Employees With Infectious Disease

Note: The following optional policy may be revised to reflect district practice. Because infectious diseases may be either highly communicable (e.g., influenza, chicken pox) or not casually transmitted (e.g., HIV/AIDs, hepatitis B, hepatitis C), the district's response to an employee with infectious disease should be dependent on any legal protections established for employees and take into consideration the potential risk to students, staff, and others.

The Governing Board desires to promote the health of district students and staff in order to reduce absenteeism and enhance employee and student performance. The Superintendent or designee shall develop strategies to prevent the outbreak or spread of infectious diseases at district schools.

- (cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*
- (cf. 4261.1 - Personal Illness/Injury Leave)*
- (cf. 5113 - Absences and Excuses)*
- (cf. 5113.1 - Chronic Absence and Truancy)*

Note: The following definitions reflect information from the Centers for Disease Control and Prevention (CDC) web site.

An infectious disease is one that is caused by a microorganism and is potentially transmittable to another individual, whether through airborne transmission, bloodborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. A communicable infectious disease, such as influenza or chicken pox, is contagious and can be readily transmitted by infectious bacteria or viral organisms.

Note: Pursuant to Education Code 49406, prior to beginning employment in a classified or certificated position, an applicant must provide evidence that he/she has taken an approved tuberculin test and is free of active tuberculosis. In addition, when the district is filling a certificated position with an applicant who has not previously been employed in a certificated position in California or a retirant who has not previously been employed as a retirant, Education Code 44839 and 44839.5 require the applicant or retirant to provide a medical certification that he/she is free from any disabling disease that renders him/her unfit to instruct children or associate with them. The sample medical certificate provided in 5 CCR 5504 includes an assessment of whether there is evidence of infectious disease in a communicable stage. For further information, see AR 4112.4/4212.4/4312.4 - Health Examinations.

In accordance with law, job applicants shall be required to provide evidence that they are free of tuberculosis or any other communicable infectious disease prior to beginning employment.

- (cf. 4112.4/4212.4/4312.4 - Health Examinations)*

To prevent the outbreak or spread of infectious diseases, the Superintendent or designee may provide infection prevention supplies and information to employees, including information about recommended vaccinations. Employees also shall observe universal precautions to avoid contact with potentially infectious blood or other bodily fluids.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Note: CDC recommends that districts develop contingency plans for dealing with an infectious disease outbreak. These contingency plans may be developed with the involvement of local health agencies and/or health care providers and should be incorporated into the district's emergency and disaster preparedness plan. See BP 5141.22 - Infectious Diseases and AR 3516 - Emergencies and Disaster Preparedness Plan as well as CSBA's fact sheets on Pandemic Influenza and H1N1 Influenza (Swine Flu).

Plans for addressing a communicable infectious disease outbreak, including, but not limited to, plans for addressing employee shortages during such an outbreak, shall be included in the district's emergency preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.31 - Immunizations)

Note: For the protection of the public health, 17 CCR 2500 and 2508 require specified persons to report communicable diseases to the local health officer, as provided below. The list of reportable diseases is available on the California Department of Public Health's (CDPH) web site. Local health departments may establish additional reporting requirements.

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable infectious disease. In addition, a school nurse or other health care provider who knows of or is in attendance on a case or suspected case of any of the diseases or conditions listed in 17 CCR 2500 shall make a report to the local health officer. If no health care provider is in attendance, any individual having knowledge of a person who is suspected to be suffering from one of the specified diseases or conditions may make a report to the local health officer. (17 CCR 2500, 2508)

(cf. 5141.6 - School Health Services)

Nondiscrimination/Reasonable Accommodation

Note: The Americans with Disabilities Act (ADA) (42 USC 12101-12213) and California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996) prohibit discrimination in employment on the basis of disability. Under the ADA and FEHA, an individual is considered to be disabled if he/she has a physical or mental impairment that limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. According to the CDPH publication California HIV/AIDS Laws, 2009, individuals with clinical HIV disease or AIDS meet the definition of disabled. Court opinions have conflicted as to whether persons with asymptomatic HIV infection meet this definition and districts should consult legal counsel as necessary.

***Note: In addition, Section 504 of the Federal Rehabilitation Act of 1973 provides that no otherwise qualified person may, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be

subjected to discrimination under any program or activity receiving federal financial assistance. In *School Board of Nassau County, Florida v. Arline*, the U.S. Supreme Court extended this law's protection to employees significantly impaired by infectious diseases.***

The district shall not discriminate against any employee or job applicant who has an infectious disease that meets the federal or state definition of a disability under the Americans with Disabilities Act, California Fair Employment and Housing Act, or Section 504 of the Federal Rehabilitation Act. (Government Code 12900-12996; 29 USC 794; 42 USC 12101-12213)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Note: Both the ADA (42 USC 12101-12213) and FEHA (Government Code 12900-12996) require employers to reasonably accommodate employees and job applicants with known disabilities; see AR 4032 - Reasonable Accommodation.

Upon request, any qualified person with a disability shall be provided reasonable accommodation to perform the essential duties of his/her position in accordance with the criteria and processes described in AR 4032 - Reasonable Accommodation.

(cf. 4032 - Reasonable Accommodation)

Legal Reference:

EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

49406 Examination for tuberculosis (employees)

CIVIL CODE

56-56.37 Confidentiality of medical information

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

120975-121020 Mandated blood testing and confidentiality to protect public health

CODE OF REGULATIONS, TITLE 2

7293.5-7294.2 Discrimination based on disability

CODE OF REGULATIONS, TITLE 5

5502-5504 Medical certification

CODE OF REGULATIONS, TITLE 17

2500 Reportable diseases and conditions

2508 Reporting of communicable diseases; duty of schools

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

COURT DECISIONS

Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

School Board of Nassau County, Florida v. Arline, (1987) 408 U.S. 273

Management Resources:

CSBA PUBLICATIONS

H1N1 Influenza (Swine Flu), Fact Sheet, April 2009

Pandemic Influenza, Fact Sheet, September 2007

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

California HIV/AIDS Laws, 2009, January 2010

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.csno.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Health and Human Services: <http://www.hhs.gov>

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Health And Welfare Benefits

Note: The following optional policy should be revised to reflect district practice and collective bargaining agreements. Districts contracting to participate in the Public Employees' Medical and Hospital Care Act (PEMHCA), Government Code 22750-22944, should revise the following policy and accompanying administrative regulation to reflect the requirements of that program.

The district shall provide health and welfare benefits for employees in bargaining units in accordance with state and federal law and subject to negotiated employee agreements.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4141/4241 - Collective Bargaining Agreement)

Note: Districts should select or revise the appropriate option below to reflect district practice regarding employees who are not in bargaining units. Districts selecting Option 2 should expand this policy or accompanying administrative regulation to specify benefits for unrepresented employees. Also see BP 4121 - Temporary/Substitute Personnel.

OPTION 1: Certificated management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for certificated employees. Classified management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for classified employees.

(cf. 4300 - Administrative and Supervisory Personnel)

OPTION 2: Employees who are not in bargaining units shall receive health and welfare benefits as specified in Board policy and administrative regulation.

(cf. 4121 - Temporary/Substitute Personnel)

Note: Pursuant to 26 USC 105 and 26 CFR 1.105-11, self-insured medical expense reimbursement plans are prohibited from discriminating in favor of "highly compensated" individuals as to eligibility to participate or level of benefits provided under the plan. The federal Patient Protection and Affordable Care Act (P.L. 111-148) amended 42 USC 300gg-16 to extend this requirement to non-self-insured group health plans. Implementation of this provision with respect to group health plans was delayed but, according to IRS Notice 2011-1, will take effect for health plan years beginning in 2013 and reported in 2014. As defined in 26 USC 105(h), "highly compensated" individuals are those who are among the highest paid 25 percent of all employees, with specified exceptions.

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the district shall not discriminate in favor of employees who are among the highest paid 25 percent of all district employees. (26 USC 105; 42 USC 300gg-16)

***Note: Pursuant to Family Code 297.5, registered domestic partners have the same rights, protections, and benefits as spouses under California law. This law was not affected by the passage of Proposition 8 (2008). Therefore, to the extent that the district provides health benefit coverage to spouses of employees pursuant to state law, the same coverage must be provided to registered domestic partners. Pursuant to Health and Safety Code

1374.58, health care service plans and health insurers are required to provide registered domestic partners coverage that is equal to the coverage provided to spouses.***

Note: However, the federal Defense of Marriage Act (1 USC 7) defines marriage for purposes of benefits under federal law as a "union between a man and a woman." Thus, in those cases where federal law grants greater benefits than state law, it is questionable whether those greater benefits also extend to registered domestic partners. Districts with questions about the status of benefits for registered domestic partners or spouses of same-sex marriages should consult legal counsel as appropriate.

For purposes of granting benefits pursuant to state law, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse's child.
(Family Code 297.5)

Note: The Health Insurance Portability and Accountability Act (HIPAA) (45 CFR 164.500-164.534) specifies actions that a health plan, health care provider, or health care clearinghouse must take to protect the privacy of an individual's health information. Generally, entities covered by HIPAA may release or receive "protected health information" about an individual only if that individual gives permission or the Act expressly permits its release.

Note: Civil Code 56.20-56.245 address an employer's responsibility to maintain the confidentiality of medical information it receives.

The Superintendent or designee shall not use or disclose any medical information the district possesses pertaining to an employee without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

Continuation of Coverage

Note: Education Code 7000-7005 provide for continued health and dental care benefits for retired certificated employees and their spouses/domestic partners. In addition, for districts with 20 or more employees, continued health and disability benefits for former classified and certificated employees and their qualified beneficiaries are addressed in the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) (26 USC 4980B; 29 USC 1161-1168; 26 CFR 54.4980B-1-54.4980B-10). For districts with 2-19 employees, continued health and disability benefits for former employees and their qualified beneficiaries are addressed in the California Continuation Benefits Replacement Act (Cal-COBRA) (Health and Safety Code 1366.20-1366.29; Insurance Code 10128.50-10128.59). These programs provide continuation coverage for limited time periods and under limited conditions. The following section reflects the general purposes of these programs; see the accompanying administrative regulation for a summary of major program requirements.

Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the district's group health and welfare benefits in accordance with state and federal law.

***Note: Covered employees and their qualified beneficiaries who elect continuation coverage may be required to pay all costs of the insurance plan as provided in Option 1 below (Education Code 7000; Health and Safety Code

1366.26; Insurance Code 10128.56; 26 USC 4980B). The district contribution to retired employee health costs is a negotiable item.***

OPTION 1: To receive continuation coverage, covered employees and their qualified beneficiaries shall pay the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the district in administering the program.

OPTION 2: The district contribution toward continuation health coverage for covered employees and their qualified beneficiaries shall be the same as for current employees participating in the group health plan.

Note: Pursuant to Governmental Accounting and Standards Board Statement 45, "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees) must be reported by the district as a current expense over the working years of an employee. To the extent that OPEBs are not prefunded in a designated fund or irrevocable trust, they must be reported as a liability on the district's financial statements. See BP 3100 - Budget and AR 3460 - Financial Reports and Accountability.

Legal Reference:

EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

17566 Self-insurance fund

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041-44042 Payroll deductions for collection of premiums

44986 Leave of absence, state disability benefits

45136 Benefits for classified employees

CIVIL CODE

56.10-56.16 Disclosure of information by medical providers

56.20-56.245 Use and disclosure of medical information by employers

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

12940 Discrimination in employment

22750-22944 Public Employees' Medical and Hospital Care Act

53200-53210 Group insurance

HEALTH AND SAFETY CODE

1366.20-1366.29 Cal-COBRA program, health insurance

1367.08 Disclosure of fees and commissions paid related to health care service plan

1373 Health services plan, coverage for dependent children who are full-time students

1373.621 Continuation coverage, age 60 or older after five years with district

1374.58 Coverage for registered domestic partners, health service plans and health insurers

INSURANCE CODE

10116.5 Continuation coverage, age 60 or older after five years with district

10128.50-10128.59 *Cal-COBRA program, disability insurance*
10277-10278 *Group and individual health insurance, coverage for dependent children*
10604.5 *Annual disclosure of fees and commissions paid*
12670-12692.5 *Conversion coverage*

LABOR CODE

2800.2 *Notification of conversion and continuation coverage*
4856 *Health benefits for spouse of peace officer killed in performance of duties*

UNEMPLOYMENT INSURANCE CODE

2613 *Education program; notice of rights and benefits*

UNITED STATES CODE, TITLE 1

7 *Definition of marriage, spouse*

UNITED STATES CODE, TITLE 26

105 *Self-insured medical reimbursement plan; definition of highly compensated individual*

4980B *COBRA continuation coverage*

UNITED STATES CODE, TITLE 29

1161-1168 *COBRA continuation coverage*

UNITED STATES CODE, TITLE 42

300gg-16 *Group health plan; nondiscrimination in favor of highly compensated individuals*

1395-1395g *Medicare benefits*

CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B-10 *COBRA continuation coverage*

1.105-11 *Self-insured medical reimbursement plan*

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 *Health Insurance Portability and Accountability Act (HIPAA)*

Management Resources:

INTERNAL REVENUE SERVICE NOTICES

2011-1 *Affordable Care Act Nondiscrimination Provisions Applicable to Insured Group Health Plans*

WEB SITES

CSBA: <http://www.csba.org>

California Employment Development Department: <http://www.edd.ca.gov>

Internal Revenue Service: <http://www.irs.gov>

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services:
<http://www.cms.gov>

U.S. Department of Labor: <http://www.dol.gov>

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Health And Welfare Benefits

Note: The following administrative regulation is optional.

Note: Pursuant to Family Code 297.5, registered domestic partners have the same rights, protections, and benefits as spouses under California law. Therefore, to the extent that the district provides health benefit coverage under state law to spouses of employees, the same coverage must be provided to registered domestic partners. However, the federal Defense of Marriage Act (1 USC 7) defines marriage for purposes of benefits under federal law as a "union between a man and a woman." Thus, in those cases where federal law grants greater benefits than state law, or where benefits are only provided under federal law, it is doubtful that those benefits also extend to registered domestic partners. Districts with questions about the status of benefits for registered domestic partners or spouses of same-sex marriages should consult legal counsel as appropriate. Also see the accompanying Board policy.

Retired Certificated Employees

Note: Education Code 7000 requires that any district which provides health and welfare benefits or dental care benefits for its certificated employees must make those benefits available to retired certificated employees and their spouses or eligible surviving spouses as provided in the following section.

Note: Pursuant to Education Code 7000, any eligible person who elects to enroll in the benefits program may be required to pay all premiums, dues, and other charges, including any increases in the rate of premiums or dues for these persons, and all costs incurred by the district in administering the program; see the accompanying Board policy. Education Code 7000 allows districts, if appropriate, to require persons eligible for these benefits to pay different rates as a class. Education Code 7000 specifies three classes based on age and Medicare benefits for which the plan must provide separate rates. Government Code 12940 provides that, with respect to retiree health benefits and health care reimbursement plans in effect on or after January 1, 2011, it is not discrimination based on age to provide health benefits or health care reimbursement plans to retired persons that are altered, reduced, or eliminated when the retirees become eligible for Medicare health benefits.

Note: The following section does not apply to employees who receive health care coverage under the Public Employees' Medical and Hospital Care Act (PEMHCA), Government Code 22750-22944.

Any former certificated employee who retired from the district under any public retirement system and his/her spouse/domestic partner shall be permitted to enroll in the health and welfare and/or dental care benefit plan currently provided for certificated employees. The plan also shall be available to any surviving spouse/domestic partner of a former certificated employee who either retired from the district under any public retirement system or was, at the time of death, employed by the district and a member of the State Teachers' Retirement System. (Education Code 7000)

A retired certificated employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing active employee coverage. If he/she does not enroll during this initial enrollment period, he/she may be denied further opportunity to do so. (Education Code 7000)

COBRA/Cal-COBRA Continuation Coverage

Note: The following section reflects requirements for both the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) program (26 USC 4980B; 29 USC 1161-1168; 26 CFR 54.4980B-1-54.4980B-10) and the California Continuation Benefits Replacement Act (Cal-COBRA) program (Health and Safety Code 1366.20-1366.29; Insurance Code 10128.50-10128.59). These programs contain requirements designed to alleviate lapses in coverage due to employee termination, death, separation or divorce, reduction in hours, eligibility for Medicare, or a dependent child of the covered employee ceasing to be a dependent child. COBRA applies to districts with at least 20 employees. Pursuant to Health and Safety Code 1366.21, Cal-COBRA applies to districts with 2-19 employees which have contracted for health care and/or disability coverage through a group benefit plan. If the district has contracted to provide administrative services for the health care service plan as authorized by Health and Safety Code 1366.25, it may expand the following section to reflect additional requirements of plan administrators.

Note: The following section should be revised by districts that offer a group health insurance plan but not a group disability benefits plan. This section also should be revised by districts with employees who receive health care coverage under PEMHCA, Government Code 22750-22944.

Covered district employees and their qualified beneficiaries shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.21, 1366.23, 1373; Insurance Code 10128.51, 10128.53, 10277; 26 USC 4980B; 26 CFR 54.4980B-4)

1. Death of the covered employee
2. Termination or reduction in hours of the covered employee's employment, other than termination by reason of the employee's gross misconduct

(cf. 4117.4 - Dismissal)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

3. Divorce or legal separation of the covered employee
4. The covered employee becoming entitled to Medicare benefits

Note: For purposes of item #5 below, Health and Safety Code 1373 and Insurance Code 10277 require that the age at which a person ceases to be a dependent child, as specified in the health plan, must be at least 26 years, except that certain specified health plans may, beginning before January 1, 2014, exclude adult children younger than age 26 who are eligible to enroll in an employer-sponsored health plan. In addition, Health and Safety Code 1373 and Insurance Code 10277 require a health services plan or insurer to continue coverage for a dependent child who attains the age specified in the plan if he/she is incapable of self-sustaining employment by reason of a physically or mentally disabling injury, illness, or condition and is chiefly dependent on the subscriber or insured for support and maintenance. Health and Safety Code 1373 and Insurance Code 10277 also require that, if the plan provides coverage for a dependent child who is over age 26 and enrolled at a secondary or postsecondary educational institution, continued coverage must be provided during any break in the school calendar and during a medical leave of absence as specified.

5. A dependent child ceasing to be a dependent child of the covered employee

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance Code 10128.53; 26

USC 4980B)

Note: Districts should select the appropriate option below based on the number of district employees.

OPTION 1: (Districts with 20 or more employees)

Note: Pursuant to 26 USC 4980B and 29 USC 1163, the 30-day notification period specified below may be revised if a longer time period is specified in the health plan.

The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2, or 4 above, within 30 days of the event. A covered employee or qualified beneficiary shall notify the service plan administrator of a qualifying event listed in item #3 or 5 above within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163, 1166; 26 CFR 54.4980B-6)

Continuation coverage shall be terminated in accordance with the district's insurance plan and federal and state law. (26 USC 4980B; 26 CFR 54.4980B-6; Health and Safety Code 1373.621; Insurance Code 10116.5)

OPTION 2: (Districts with 2-19 employees)

Note: If the district contracts to perform the administrative services of a health care service plan as authorized by Health and Safety Code 1366.25, the following two paragraphs should be revised to reflect the plan administrator to whom the notifications should be directed.

The Superintendent or designee shall provide written notification to the health care service plan administrator of a qualifying event listed in item #2 above, within 30 days of the event.

A covered employee or qualified beneficiary shall provide written notification to the health care service plan administrator regarding any other qualifying event listed above within 60 days of the event or of the date that the covered employee or qualified beneficiary was notified of the ability to continue coverage, whichever is later. (Health and Safety Code 1366.24, 1366.25; Insurance Code 10128.54, 10128.55)

Continuation coverage shall be terminated in accordance with the district's insurance plan and state law. (Health and Safety Code 1366.22, 1366.27, 1373.621; Insurance Code 10116.5, 10128.52, 10128.57)

Note: The following paragraph applies to all districts.

The Superintendent or designee shall notify covered employees and qualified beneficiaries of the availability of conversion and continuation coverage. This notification shall include the statement in Labor Code 2800.2 encouraging individuals to examine their options carefully before declining such coverage. (Labor Code 2800.2)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Disability Insurance

Note: The following notice is provided by the California Employment Development Department.

The Superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy, nonoccupational illness or injury, the need to provide care for any sick or injured family member, or the need to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption. (Unemployment Insurance Code 2613)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4261.1 - Personal Illness and Injury Leave)

Note: The following paragraph does not apply to employees of districts that have contracted for health care coverage through PEMHCA, Government Code 22750-22944.

When disabled by an injury sustained from a violent act while performing duties within the scope of employment and performing creditable employment, a certificated or classified employee may continue in the district health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs. (Education Code 7008)

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CSBA Sample

Board Policy

Charter School Authorization

BP 0420.4

Philosophy, Goals, Objectives and Comprehensive Plans

***Note: The following optional policy may be revised to reflect district practice. Education Code 47600-47616.7 authorize the establishment of a capped number of public charter schools, which are generally exempt from Education Code provisions governing school districts unless otherwise specified in law. To establish a charter school, petitioners must submit to the Governing Board for approval a petition which includes all components required by law as described in the accompanying administrative regulation. ***

***Note: Charter petitions also may be submitted to other entities under certain circumstances. Education Code 47605.5-47605.6 authorize petitioners to submit a petition directly to the County Board of Education when (1) the charter school will serve students for whom the county office of education would otherwise be responsible for providing direct education and related services or (2) the countywide program will provide educational services to a student population that cannot be served as well by a charter school operating in only one district in the county. ***

***Note: In addition, Education Code 47605.8 authorizes petitioners to submit a petition directly to the State Board of Education (SBE) to approve a "statewide benefit charter school" that may operate at multiple sites throughout the state. 5 CCR 11967.6.1 requires the petitioner to provide prior written notice to the board of each district where the petitioner proposes to locate a school site and to notify the board of the date that the SBE will meet to consider the petition. ***

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for district students. In considering any petition to establish a charter school within the district, the Board shall give careful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

***Note: Education Code 47605 allows for the conversion of an existing public school into a charter school, provided that the school adopts and maintains a policy giving admission preference to students who reside within the former attendance area of that public school. In addition, whenever a school receiving Title I funds has failed to make "adequate yearly progress" for five consecutive years, the federal No Child Left Behind Act (20 USC 6316) requires that the district create a plan for restructuring the school, one option of which is to reopen it as a public charter school. Furthermore, when a school is identified by the California Department of Education (CDE) as meeting certain criteria specified in Education Code 53300 (the Parent Empowerment Act), parents/guardians may petition the district, in accordance with 5 CCR 4800-4808, as added by Register 2011, No. 43, to convert the school or close and reopen it as a

charter school. ***

***Note: The Board also may create a start-up charter school. A start-up or conversion charter school that is created by the Board and operates in a close relationship with the district is often described as a "dependent" charter school, although that term does not appear in law. A dependent charter school is subject to the same petition requirements and approval process as an "independent" charter school, which is typically formed by parents/guardians, teachers, community members, or a charter management organization. ***

***Note: Pursuant to Education Code 47606, a district may petition the Superintendent of Public Instruction and the SBE to convert all its schools to charter schools, provided that 50 percent of the district's teachers sign the petition, the petition contains all specified components, and arrangements are made for alternative attendance of students residing within the district who choose not to attend charter schools. ***

One or more persons may submit a petition for a start-up charter school to be established within the district. In addition, an existing district school may be converted to a charter school when deemed beneficial by the district and community or when state or federal law requires restructuring of the school because of low performance.

(cf. 0520.2 - Title I Program Improvement Schools)

Any petition for a start-up charter school or conversion charter school shall include all components and signatures required by law and shall be submitted to the Board.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, he/she also may meet with the petitioners to establish workable plans for technical assistance or contracted services which the district may provide to the proposed charter school.

Within 30 days of receiving a petition to establish a charter school, the Board shall hold a public hearing to determine the level of support for the petition by teachers, other employees of the district, and parents/guardians. (Education Code 47605)

(cf. 9320 - Meetings and Notices)

Within 60 days of receiving a petition, or within 90 days with mutual consent of the petitioners and the Board, the Board shall either approve or deny the request to establish the charter school. (Education Code 47605)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

Approval of Petition

The Board shall approve the charter petition if doing so is consistent with sound educational practice. In granting charters, the Board shall give preference to schools best able to provide comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education (CDE) under Education Code 54032. (Education Code 47605)

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

(cf. 0420.42 - Charter School Renewal)
(cf. 0420.43 - Charter School Revocation)

The Board shall ensure that any approved charter contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems, multiple measures for evaluating the educational program, and regular reports to the Board.

(cf. 0420.41 - Charter School Oversight)

The district shall not require any district student to attend the charter school nor shall it require any district employee to work at the charter school. (Education Code 47605)

***Note: The following optional paragraph may be revised to reflect district practice. Although not required by law, CSBA's publication Charter Schools: A Manual for Governance Teams recommends one or more memoranda of understanding (MOUs) to address matters that are related to the charter petition but are not included in the petition, and to establish expectations for which the charter school can be held accountable. CSBA's manual provides examples of issues pertaining to business operations, administrative and support services, special education, and student assessment that might be addressed in an MOU. ***

***Note: A sample MOU between the SBE and a state-approved charter school, available on CDE's web site, may be adapted for use by districts. ***

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school governing body and amended as necessary.

It shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent of Schools, the CDE, and the State Board of Education (SBE). (Education Code 47605)

Denial of Petition

***Note: Education Code 47605 provides that a district cannot approve a charter school serving students in a grade level not offered by the district unless the charter school also serves

all the grade levels offered by the district. Thus, an elementary district cannot approve a charter for a high school, but may approve a charter for a K-12 school since it includes all grade levels served by the district. ***

The Board shall deny any petition to authorize the conversion of a private school to a charter school or that proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district. (Education Code 47602, 47605; 5 CCR 11965)

***Note: Pursuant to Education Code 47605, a charter petition can be denied only if certain factual findings are made, as specified in items #1-5 below. ***

***Note: 5 CCR 11967.5.1, which contains criteria that the SBE must consider in reviewing charter petitions, may be useful to the district in determining how it might evaluate whether a petition meets the conditions specified in items #1-5 below. ***

Any other charter petition shall be denied only if the Board presents written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605)

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required.
4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll disabled students who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

(cf. 0430 - Comprehensive Local Plan for Special Education)

If the Board denies a petition, the petitioners may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to the SBE. (Education Code 47605)

Legal Reference:

EDUCATION CODE

220 Nondiscrimination

17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

41365 Charter school revolving loan fund

42238.51-42238.53 Funding for charter districts

44237 Criminal record summary

44830.1 Certificated employees, conviction of a violent or serious felony

45122.1 Classified employees, conviction of a violent or serious felony

46201 Instructional minutes

47600-47616.7 Charter Schools Act of 1992

47640-47647 Special education funding for charter schools

47650-47652 Funding of charter schools

51745-51749.3 Independent study

53300-53303 Parent Empowerment Act

56026 Special education

56145-56146 Special education services in charter schools

CORPORATIONS CODE

5110-6910 Nonprofit public benefit corporations

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

CODE OF REGULATIONS, TITLE 5

4800-4808 Parent Empowerment Act

11700.1-11705 Independent study

11960-11969 Charter schools

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6316 Program improvement

7223-7225 Charter schools

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 166 (2006)

80 Ops.Cal.Atty.Gen. 52 (1997)

78 Ops.Cal.Atty.Gen. 297 (1995)

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The Role of the Charter School Authorizer, Online Course

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Charter School Facilities and Proposition 39: Legal Implications for School Districts, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample Copy of a Memorandum of Understanding
Special Education and Charter Schools: Questions and Answers, September 10, 2002
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Charter Schools Program, July 2004
The Impact of the New Title I Requirements on Charter Schools, July 2004

WEB SITES

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California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

U.S. Department of Education: <http://www.ed.gov>

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CSBA Sample

Board Policy

Charter School Renewal

BP 0420.42

Philosophy, Goals, Objectives and Comprehensive Plans

Note: The following policy is optional. When the term of a charter granted by the Governing Board pursuant to Education Code 47605 (see BP/AR 0420.4 - Charter School Authorization) is due to expire, the charter school must submit a petition for renewal to the Board in accordance with Education Code 47607 and 5 CCR 11966.4.

Note: Pursuant to Education Code 47605, to renew a charter that was originally granted by the State Board of Education (SBE) on appeal, the charter school must first submit its petition for renewal to the district that initially denied the charter. If the Board denies the renewal, the school may then petition the SBE for renewal.

The Governing Board believes that the ongoing operation of a charter school established within the district should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner.

(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.43 - Charter School Revocation)
(cf. 0500 - Accountability)

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

Submission of Renewal Petition

Note: The following optional paragraph may be revised to reflect district practice. 5 CCR 11966.4 requires that the Board grant or deny the renewal petition within 60 days of receiving the petition; see section entitled "Timelines for Board Action" below. However, it is recommended that the charter school submit its renewal petition sufficiently early (e.g., as much as nine months before the term of the charter is due to expire) so that, in the event that the Board denies the renewal, the charter school may be able to appeal to the County Board of Education and then to the SBE pursuant to Education Code 47607.5 and, if the school closes, for students of the charter school to transfer to another school.

A charter school seeking renewal of its charter is encouraged to submit its petition for renewal to the Board sufficiently early before the term of the charter is due to expire.

The signature requirement applicable to new charter petitions is not applicable to petitions for

renewal. (5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b), as listed in item #5 in the section "Criteria for Granting or Denying Renewal" below. (Education Code 47607; 5 CCR 11966.4)

Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. The Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)

Note: As amended by SB 1290 (Ch. 576, Statutes of 2012), Education Code 47607 requires the Board to consider increases in student achievement for all "numerically significant" student subgroups, as defined in Education Code 52052, as the most important factor in determining whether to grant a charter renewal.

In determining whether to grant a charter renewal, the Board shall consider increases in academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607)

Note: Education Code 47607 and 5 CCR 11966.4 establish grounds for denial of charter renewals. See CSBA's publication Charter Schools: A Manual for Governance Teams for additional information about making the determinations specified in items #1-4 below.

The Board shall deny a renewal petition only if it makes a written factual finding setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

5. The charter school has failed to meet at least one of the following criteria of academic performance:

~~***Note: SB 1290 (Ch. 576, Statutes of 2012) amended Education Code 47607 to revise the criterion related to the attainment of the Academic Performance Index growth target to (1) delete the option to consider attainment of the growth target in the aggregate for the prior three years and (2) require the growth target to be met both schoolwide and for all numerically significant groups of students served by the charter school.***~~

a. Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, both schoolwide and for all numerically significant groups of students served by the charter school as defined in Education Code 52052.

b. An API ranking in deciles 4-10 in the prior year or in two of the last three years.

c. An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years.

d. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school. In determining whether the charter school satisfies this criterion, the Board shall base its decision on:

(1) Documented clear and convincing data

(2) Student achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program, for demographically similar student populations in comparison schools

~~(3) Information submitted by the charter school~~

~~***Note: When making a written finding based on item #5d, Education Code 47607 requires the district to submit copies of supporting documentation and a written summary of the basis for its determination to the Superintendent of Public Instruction (SPI), as provided below. The SPI will review the materials and make recommendations to the district; those recommendations may be the basis for a revocation of the charter by the SBE.***~~

Whenever the Board makes a determination based on this criterion, the Superintendent or designee shall submit copies of supporting documentation and a written summary of the basis for the Board's determination to the Superintendent of Public Instruction.

(cf. 6162.51 - Standardized Testing and Reporting Program)

e. Qualification for an alternative accountability system pursuant to Education Code 52052(h)

Timelines for Board Action

Note: The following optional paragraph may be revised to reflect district practice.

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

If the charter school submits documentation pursuant to item #5d in the section "Criteria for Granting or Denying Renewal" above, the Board shall not grant a renewal until at least 30 days after the submission of such documentation. (Education Code 47607)

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education. (Education Code 47605, 47607.5)

Note: Pursuant to Education Code 47604.32, if a charter school ceases operation for any reason, including denial of its renewal, the district must notify the California Department of Education; see BP 0420.41 - Charter School Oversight. In addition, the district and/or charter school must implement the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962; see AR 0420.4 - Charter School Authorization.

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 Alternative accountability system; definition of numerically significant student subgroup

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools
UNITED STATES CODE, TITLE 20
7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

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California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

U.S. Department of Education: <http://www.ed.gov>

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CSBA Sample

Board Policy

Charter School Revocation

BP 0420.43

Philosophy, Goals, Objectives and Comprehensive Plans

Note: The following policy is optional. Education Code 47607 and 5 CCR 11968.5.2-11968.5.3 authorize the Governing Board to revoke the charter of a charter school in its jurisdiction when certain substantiated findings are made. In Today's Fresh Start, Inc. v. Los Angeles County Office of Education, the court of appeal confirmed that the revocation process prescribed in the Education Code provides a charter school with sufficient due process and that a charter school is not entitled to any additional evidentiary hearing by a neutral third party.

Note: In addition, Education Code 47604.5 authorizes the State Board of Education (SBE) to revoke the charter of any charter school, whether or not the SBE is the chartering authority, if it makes certain findings relating to gross financial mismanagement, illegal or improper use of funds, or substantial and sustained departure from measurably successful practices that may jeopardize the educational development of students. SBE revocation procedures are specified in 5 CCR 11968.5-11968.5.1.

The Governing Board expects any charter school it authorizes to provide a sound educational program that promotes student learning and to carry out its operations in a manner that complies with law and the terms of its charter.

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 0420.42 - Charter School Renewal)

(cf. 0500 - Accountability)

The Board may revoke a charter before the date it is due to expire whenever the Board makes a written factual finding, supported by substantial evidence, that the charter school has done any of the following: (Education Code 47607)

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
2. Failed to meet or pursue any of the student outcomes identified in the charter
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
4. Violated any provision of law

Note: As amended by SB 1290 (Ch. 576, Statutes of 2012), Education Code 47607 requires the Board to consider increases in student achievement for all numerically significant student subgroups, as defined in Education Code 52052, as the most important factor in determining whether to revoke a charter.

In determining whether to revoke a charter, the Board shall consider increases in student academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607)

At least 72 hours prior to any Board meeting at which the Board will consider issuing a Notice of Violation, the Board shall provide the charter school with notice and all relevant documents related to the proposed action. (5 CCR 11968.5.2)

(cf. 9320 - Meetings and Notices)

If the Board takes action to issue a Notice of Violation, it shall deliver the Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

1. The charter school's alleged violation(s).
2. All evidence relied upon by the Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that each alleged violation is both material and uncured and that it occurred within a reasonable period of time before the Notice of Violation is issued.
3. The period of time that the Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the Board a detailed written response and supporting evidence addressing each identified violation, including the refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

Within 60 calendar days of the conclusion of the remedy period, the Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body

***Note: Pursuant to Education Code 47607 and 5 CCR 11968.5.2, a decision to issue a Notice

of Intent to Revoke as provided in item #2 below must be supported by substantial evidence that the charter school has failed to remedy or refute a violation. "Substantial evidence" is not defined in law or state regulations. The district should consult legal counsel as necessary.***

2. If there is substantial evidence that the charter school has failed to remedy a violation identified in the Notice of Violation or to refute a violation to the Board's satisfaction, continue revocation of the charter by issuing a Notice of Intent to Revoke to the charter school's governing body

If the Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the Board and the charter school, the Board shall issue a final decision to revoke or decline to revoke the charter. (Education Code 47607; 5 CCR 11968.5.2)

If the Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the Board's final decision, the Superintendent or designee shall provide a copy of the final decision to the California Department of Education (CDE) and the County Board of Education. (Education Code 47604.32; 5 CCR 11968.5.2)

Note: Pursuant to Education Code 47604.32, if a charter school ceases operation for any reason, including revocation, the district must notify the California Department of Education; see BP 0420.41 - Charter School Oversight. In addition, the district and/or charter school must implement the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962; see AR 0420.4 - Charter School Authorization.

Severe and Imminent Threat

The procedures specified above shall not be applicable when the Board determines, in writing, that any violation under Education Code 47607 constitutes a severe and imminent threat to the health or safety of students. In such circumstances, the Board may immediately revoke the school's charter by approving and delivering a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety to the charter school's governing body, the County Board, and the CDE. (Education Code 47607; 5 CCR 11968.5.3)

Appeals

***Note: Pursuant to Education Code 47607 and 5 CCR 11968.5.3-11968.5.5, a charter school may appeal the revocation of its charter, including a revocation based on a severe and imminent threat, to the County Board of Education within 30 days of the Board's final decision. The County Board may reverse the revocation if it determines that the district's findings are not supported by substantial evidence, in which case the district may appeal the reversal to the SBE. If the County Board upholds the revocation or does not issue a decision within 90 days of its

receipt of the appeal, the charter school may appeal to the SBE. Pursuant to Education Code 47607, if either the County Board or the SBE reverses the revocation, the district remains the chartering authority.***

Note: Education Code 47607 further provides that, while an appeal is pending, a charter school whose revocation is based on a material violation of any of the conditions, standards, or procedures set forth in its charter or is based on a failure to meet or pursue any of the student outcomes identified in the charter will continue to qualify as a charter school for funding and all other purposes of the Charter Schools Act and may continue to hold all existing grants, resources, and facilities in order to ensure that the education of students enrolled in the school is not disrupted.

In the event that the Board revokes the charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the County Board. ^{of Education.} Either the charter school or the district may subsequently appeal the County Board's decision to the SBE. (Education Code 47607; 5 CCR 11968.5.3-11968.5.5)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992, especially:

47607 Charter renewals and revocations

52052 Numerically significant student subgroup; definition

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools, especially:

11968.5-11968.5.5 Charter revocations

COURT DECISIONS

Today's Fresh Start, Inc. v. Los Angeles County Office of Education, (2011) 197 Cal.App.4th 436

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

CSBA: <http://www.csba.org>

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

U.S. Department of Education: <http://www.ed.gov>



CSBA Sample

Board Policy

Uniform Complaint Procedures

BP 1312.3
Community Relations

Note: To address prohibited discrimination and possible violations of state and federal laws governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint policies and procedures consistent with the state's complaint procedures specified in 5 CCR 4600-4687. Pursuant to Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes 2011), districts are required to adopt a process for receiving and investigating complaints alleging discrimination, harassment, intimidation, and bullying that meets the requirements specified in the law, including applicable timelines and an appeal process to follow if a complainant disagrees with the resolution of the complaint. The California Department of Education (CDE) monitors districts for compliance with these procedures through its Federal Program Monitoring (FPM) process. The FPM includes a review of written district policies and procedures for required language, including for discrimination, harassment, intimidation, and bullying against students pursuant to Education Code 234.1, and a review of records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

***Note: The following paragraph lists types of discrimination prohibited by state and federal law, as well as the protected groups listed in 5 CCR 4610. ***

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

***Note: 5 CCR 4610 specifies programs and activities for which state and/or federal funding is provided to districts and for which districts are required to establish a uniform system of complaint processing. In addition, Education Code 32289 authorizes an individual to file a complaint if he/she believes that the district has not complied with the school safety planning requirements of 20 USC 7114(d)(7). The CDE has interpreted this to mean that complaints as to the development and adoption of the school safety plan may be considered under this procedure. ***

***Note: In addition, pursuant to Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), districts are mandated to adopt policies and procedures authorizing complaints to be filed using the uniform complaint procedures when a district is alleged to have violated the prohibition against requiring students to pay fees, deposits, or other charges as defined in Education Code 49010, unless authorized by law. For information about authorized student fees, see AR 3260 - Fees and Charges. ***

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

***Note: 5 CCR 4621 mandates that district policy ensure that complainants are protected from retaliation. ***

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

~~***Note: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution methods, including mediation, to resolve complaints before initiating a formal investigation. The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice. ***~~

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

~~***Note: The following paragraph is mandated pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances. ***~~

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

~~***Note: Education Code 35186 requires the district to use uniform complaint procedures, with modifications, to investigate and resolve complaints related to items #1-4 below (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, the CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure. ***~~

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff

3. Teacher vacancies and misassignments

***Note: Districts that do not receive funding for California High School Exit Examination intensive instruction and services pursuant to Education Code 37254 should delete item #4 below. ***

4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

***Note: 5 CCR 4611 details complaint issues that are not subject to the uniform complaint procedures. Such issues include, but are not limited to, allegations of child abuse, health and safety complaints regarding a child development program, allegations of fraud, and employment discrimination complaints. For procedures related to complaints of discrimination in employment, see AR 4031 - Complaints Concerning Discrimination in Employment. ***

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 8200-8498 Child care and development programs
- 8500-8538 Adult basic education
- 18100-18203 School libraries
- 32289 School safety plan, uniform complaint procedures
- 35186 Williams uniform complaint procedures
- 37254 Intensive instruction and services for students who have not passed exit exam
- 41500-41513 Categorical education block grants
- 48985 Notices in language other than English

- 49010-49013 Student fees
- 49060-49079 Student records
- 49490-49590 Child nutrition programs
- 52160-52178 Bilingual education programs
- 52300-52490 Career technical education
- 52500-52616.24 Adult schools
- 52800-52870 School-based program coordination
- 54000-54028 Economic impact aid programs
- 54100-54145 Miller-Unruh Basic Reading Act
- 54400-54425 Compensatory education programs
- 54440-54445 Migrant education
- 54460-54529 Compensatory education programs
- 56000-56867 Special education programs
- 59000-59300 Special schools and centers
- 64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs

6601-6777 Title II preparing and recruiting high quality teachers and principals

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>



CSBA Sample

Administrative Regulation

Uniform Complaint Procedures

AR 1312.3
Community Relations

***Note: 5 CCR 4621 mandates that the district's uniform complaint procedures be consistent with the procedures of 5 CCR 4600-4687. ***

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

***Note: The following paragraph is required pursuant to Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), and Education Code 48985. ***

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

Compliance Officers

***Note: 5 CCR 4621 mandates the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including receiving and investigating complaints alleging noncompliance or discrimination, harassment, intimidation, or bullying. During its Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below. ***

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

(title or position) *Superintendent*

(address) ✓

(telephone number) ✓

~~***Note: 5 CCR 4621 mandates that the district's policy provide that employees responsible for compliance and/or investigation of complaints are knowledgeable about the laws and programs they are assigned to investigate. The second sentence below may be modified to reflect district practice. ***~~

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

~~***Note: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's uniform complaint procedures to the persons specified below. A sample of the annual notice is available through the CDE web site. ***~~

~~***Note: Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), mandates that district policy and procedures reflect the requirement to include information about student fees in the annual uniform complaint procedures notice; see also BP 3260 - Fees and Charges for language implementing this mandate. ***~~

✓ The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

~~***Note: During the FPM process, CDE staff will check the notice to ensure that it contains a~~

summary of the complaint procedures as specified in items #1-4 below. ***

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

***Note: To ensure that the public is made aware of districts' obligation to provide the uniform complaint procedures free of charge pursuant to 5 CCR 4622, CDE staff review the notice during the FPM process. ***

- f. Copies of the district's uniform complaint procedures are available free of charge.

Procedures

***Note: 5 CCR 4631 requires that all complaints be investigated and completely resolved within 60 calendar days of the receipt of the complaint. The sample timelines in Steps #1-3 below are designed to ensure that the district complies with the 60-day requirement and should be revised to reflect district practice. Pursuant to 5 CCR 4640, when a complaint is erroneously sent to the CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint. ***

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

***Note: Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), mandates districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees. ***

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

***Note: The following paragraph may be revised to reflect district practice. ***

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

***Note: The following optional section should be used only by those districts that have

decided to establish procedures for attempting to resolve complaints through mediation; see the accompanying Board policy. Timelines should be revised to reflect district practice. ***

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

***Note: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, the timeline specified below may be modified to reflect district practice. ***

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

***Note: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below. ***

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a

remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

***Note: Pursuant to 5 CCR 4631, the district's written decision must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit. ***

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

OPTION 2:

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

***Note: Education Code 48985 requires that reports sent to parents/guardians be written in the primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. ***

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

~~***Note: 5 CCR 4631 specifies components that should be part of the district's decision. Inclusion of these items will help protect the district's position in case of an appeal to the CDE or if litigation is filed. ***~~

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

~~***Note: The following paragraph provides a means for ensuring that the privacy rights of individuals involved are protected even as appropriate action is being taken to address a complaint and may be revised to reflect district practice. ***~~

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

~~***Note: Pursuant to Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), if the district, or the CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy as specified below, based on regulations to be adopted by the State Board of Education. ***~~

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

Appeals to the California Department of Education

~~***Note: 5 CCR 4632-4633 provide that any complainant may appeal the district's decision to~~

the CDE, as provided below. Pursuant to Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), the district is mandated to adopt procedures that include the right to appeal to the CDE, in accordance with 5 CCR 4632, when a complainant is dissatisfied with the district's decision on his/her complaint alleging noncompliance with the law that prohibits districts from requiring students to pay fees, deposits, or charges for their participation in educational activities. ***

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

***Note: 5 CCR 4650 details circumstances under which the Superintendent of Public Instruction may directly intervene without waiting for action by the district. One such circumstance is when the district has not taken action on a complaint within 60 calendar days of the date that the complaint was filed with the district. ***

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when the district has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)

Civil Law Remedies

~~***Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from the CDE. ***~~

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

~~***Note: Pursuant to Education Code 262.3, a complainant alleging discrimination, harassment, intimidation, or bullying based on state law must wait until 60 calendar days after filing an appeal with the CDE before filing a civil suit, except when he/she is only seeking injunctive relief from the court such as an injunction or restraining order. The 60-day waiting period does not apply when the discrimination complaint is based on federal law. ***~~

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

CSBA Sample

Board Policy

Joint Use Agreements

BP 1330.1

Community Relations

Note: The following optional policy is for use by districts that elect to establish formal agreements with public or private entities to jointly use either school facilities or community facilities in order to share costs and risks. In adopting policy on this topic, districts are encouraged to review CSBA's policy brief Maximizing Opportunities for Physical Activity Through Joint Use of Facilities and CSBA's publication Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement for tips regarding successful collaboration, information about funding sources for joint use, suggested components of joint use agreements, model agreements, and additional resources.

Note: Use of school facilities by the community also may be accomplished through the Civic Center Act (Education Code 38130-38138) and programs such as the After School Education and Safety Program (Education Code 8482-8484.6) and 21st Century Community Learning Centers (20 USC 7171-7176; Education Code 8484.7-8484.9); see BP/AR 1330 - Use of School Facilities and BP/AR 5148.2 - Before/After School Programs.

In order to ensure the efficient use of public resources and increase access to needed services, the Governing Board may enter into an agreement with any public agency, public institution, and/or community organization to use community facilities for school programs or to make school facilities or grounds available for use by those entities. Such an agreement shall be based on an assessment of student and community needs and may be designed to increase access to spaces for recreation and physical activity, library services, school health centers, preschool programs, child care centers, before- or after-school programs, or other programs that benefit students and the community.

(cf. 1020 - Youth Services)

(cf. 1330 - Use of School Facilities)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5030 - Student Wellness)

(cf. 5141.6 - School Health Services)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

(cf. 6163.1 - Library Media Centers)

(cf. 7000 - Concepts and Roles)

(cf. 7131 - Relations with Local Agencies)

When it is determined that joint use of facilities is in the best interest of the district and community, the Superintendent or designee shall identify a potential partner agency, institution, or organization. He/she shall involve that partner, appropriate district and school staff, and community members in establishing planning processes, goals and priorities for joint use, locations where programs or facilities are most needed, and protocols for ongoing communication and coordination between the partners.

(cf. 1220 - Citizen Advisory Committees)

The Superintendent or designee shall work with the partner agency, institution, or organization to develop a written site-specific joint use agreement that delineates the terms and conditions for joint use of the district or community facilities and the responsibilities of all parties. As appropriate, the agreement may address:

1. The underlying philosophy or reasons for entering into the joint use agreement
2. The specific district or community facilities or grounds that will be made available to the other party and areas that will be restricted
3. Priorities for use of the property
4. Hours that the property will be available for use by the district, the partner, or other parties
5. Projected capital costs, if any, and operating costs

(cf. 7110 - Facilities Master Plan)
(cf. 7150 - Site Selection and Development)
(cf. 7210 - Facilities Financing)

-
6. Resources to be allocated by the district and the partner

(cf. 3100 - Budget)

Note: Education Code 38134 authorizes the district to charge a facilities usage fee to nonprofit organizations that promote youth and school activities, provided that the amount does not exceed the district's direct costs and that the Governing Board first adopts a policy specifying which activities will be charged the fee. See BP 1330 - Use of School Facilities for language implementing this mandate.

7. Rental or other fees, if any, to be charged to either party or third parties using the facilities
8. Responsibilities for management, scheduling, maintenance, on-site supervision, accounting, and other operations

9. Procedures and timelines for requesting use of the facilities
10. Code of conduct for users of the facilities and consequences for violations of the code

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3515.2 - Disruptions)
(cf. 5131 - Conduct)
(cf. 5131.5 - Vandalism and Graffiti)

11. Provision for regular inspection and notification of damage, as well as restitution and repair of property

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3517 - Facilities Inspection)

12. Safety and security measures

(cf. 0450 - Comprehensive School Safety Plan)
(cf. 3515 - Campus Security)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5142 - Safety)

Note: In general, the California Tort Claims Act, also known as the Government Claims Act, (Government Code 814-825.6, 830-840.6) protects the district against liability for injuries to individuals using school property, although some conditions or circumstances could result in the district being held liable in the event of an injury. Education Code 38134 requires the district to bear the cost of insuring and defending itself against any risk caused by the district's negligence in the ownership and maintenance of district property. Education Code 38134 also requires any organized group using the facilities to carry insurance and to defend itself in the event of any injuries arising from the group's negligence in the use of the facility. See AR 1330 - Use of School Facilities.

Note: CSBA's policy brief Maximizing Opportunities for Physical Activity Through Joint Use of Facilities recommends that districts minimize liability by adequately maintaining the property, ensuring they have proper insurance, requiring that organized groups who use the property maintain the proper insurance and, when feasible, sharing or passing on the risk to the partner through an indemnity clause in the joint use agreement. The district should consult its legal counsel, joint powers authority or insurance carrier, and/or risk manager regarding potential risks and liability prior to entering into a joint use agreement.

13. Liability, insurance, and risk management issues

(cf. 3320 - Claims and Actions Against the District)
(cf. 3530 - Risk Management/Insurance)
(cf. 9260 - Legal Protection)

14. Duration of the agreement, process for amending the agreement, and the bases for cancelling or terminating the agreement before the expiration date
15. Process for resolving disputes regarding any aspect of the agreement
16. ~~How~~ ^{Process by which} any equipment purchased or other investments made through the agreement will be disposed of at the termination of the agreement

The agreement shall be reviewed by legal counsel and approved by the Board.

Note: The following optional paragraph should be revised to reflect indicators that will be used to evaluate program effectiveness as agreed upon by the Board and Superintendent and/or program partner.

The Superintendent or designee shall provide regular reports to the Board regarding progress toward project goals, including, but not limited to, levels of participation in joint use programs held at school or community facilities, feedback from program participants, and any report of damage to property or harm to individuals resulting from the joint use. As needed, the Superintendent or designee shall recommend amendments to the joint use agreement.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

10900-10914.5 Community recreation programs

17051-17052 Joint use

17077.40-17077.45 Eligibility for joint use funding

17565-17592 Board duties re property maintenance and control

35200-35214 Liabilities

37220 School holidays; use of facilities when school is closed

38130-38138 Civic Center Act, use of school property for public purposes

44808 Exemption from liability when students not on school property

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverages on school premises

GOVERNMENT CODE

814-825.6 Liability of public entities and employees

830-840.6 Liability; dangerous conditions on property

895-895.8 Liability; agreement between public entities

989-991.2 Local public entity insurance

UNITED STATES CODE, TITLE 20

7171-7176 21st Century Community Learning Centers

7905 Equal access to public facilities

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, rev. February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

NATIONAL POLICY AND LEGAL ANALYSIS NETWORK TO PREVENT CHILDHOOD OBESITY PUBLICATIONS

Model California Joint Use Agreements

Liability for Use of School Property After Hours: An Overview of California Law, July 2009

Checklist for Developing Joint Use Agreements, March 2009

PUBLIC HEALTH LAW AND POLICY PUBLICATIONS

Opening School Grounds to the Community After Hours: A Toolkit for Increasing Physical Activity Through Joint Use Agreements, 2010

WEB SITES

CSBA: <http://www.csba.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

Cities Counties and Schools Partnership: <http://www.ccspartnership.org>

Joint Use Statewide Task Force: <http://www.jointuse.org>

National Policy and Legal Analysis Network: <http://www.nplan.org>

Public Health Law and Policy: <http://www.phlpnet.org>

Educational Travel Program Contracts

BP 3312.2

Business and Noninstructional Operations

Note: The following optional policy and regulation reflect Business and Professions Code 17552-17556.5, as added by SB 142 (Ch. 772, Statutes of 1995). SB 142 requires a travel company that conducts K-12 educational field trips to enter into a contract containing specific disclosures.

The Governing Board believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting students' awareness of places and events. In contracting with organizations to provide educational travel services, the Board desires to ensure a quality educational experience and the health, safety and welfare of each student traveler.

The Superintendent or designee shall contract only with educational travel organizations which adhere to state law and exhibit safe and reputable business practices.

(cf. 3312 - Contracts)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account student safety, quality of the program and fiscal integrity.

Legal Reference:

EDUCATION CODE

35160 Authority of boards

35160.1 Broad authority of school districts

BUSINESS AND PROFESSIONS CODE

17540 Travel promoters

17550-17550.9 Sellers of travel

17552-17556.5 Educational travel organizations

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CSBA Sample

Administrative Regulation

Educational Travel Program Contracts

AR 3312.2

Business and Noninstructional Operations

Definitions

Educational travel organization or organization means a person, partnership, corporation, or other entity which offers educational travel programs for students residing in California. (Business and Professions Code 17552)

Student traveler or student means a person who is enrolled in elementary or secondary school, grades kindergarten through grade 12, at the time an educational travel program is arranged with an educational travel organization. (Business and Professions Code 17552)

Educational travel program means travel services that are arranged through or offered to an elementary or secondary school in the state, and where the services are represented to include an educational program as a component. (Business and Professions Code 17552)

Owner means a person or organization which owns or controls 10 percent or more of the equity of, or otherwise has claim to 10 percent or more of the net income of, the educational travel organization. (Business and Professions Code 17554)

Principal means an owner, an officer of a corporation, a general partner of a partnership, or a sole proprietor of a sole proprietorship. (Business and Professions Code 17554)

Contract Requirements

The Superintendent or designee shall ensure that each written contract with an educational travel organization includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number and a 24-hour emergency contact number
2. An itemized statement which shall include but not be limited to:
 - a. Services to be provided as part of the program
 - b. Agreed cost for the services
 - c. A statement as to whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of

coverage, the policy number and issuer, and the name and telephone number of the person or organization which is able to verify coverage

d. Any additional costs to students

e. The qualifications, if any, for experience and training that are required to be met by the educational travel organization's staff who shall accompany students on the educational travel program

3. A written description of the educational program being contracted for, including a copy of all materials to be provided to students

4. The number of times the educational travel program or a substantially similar educational travel program proposed by the contract has been conducted by the organization and the number of students who completed the program

5. The length of time the organization has either been arranging or conducting educational travel programs and, at the option of the organization, other travel services with substantially similar components

6. The name of each owner and principal of the organization

7. A statement as to whether any owner or principal of the organization has had entered against him or her any judgment, including a stipulated judgment, order, made a plea of nolo contendere or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract

District staff shall inform all vendors representing educational travel organizations that they may not arrange a travel program before the district has first entered into a written contract with the organization.

CSBA Sample

Administrative Regulation

Inventories

AR 3440

Business and Noninstructional Operations

Note: Education Code 35168 requires the Governing Board to establish and maintain an inventory of all items of equipment with a current market value above \$500, as provided in item #1 below. Generally, the Board delegates this authority to the Superintendent or designee.

Note: For equipment purchased with federal funds, unless the program is specifically exempted, 34 CFR 80.3 and 80.32 require districts to maintain inventory records of "tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit." However, in the state's Categorical Program Monitoring (CPM) process, the California Department of Education (CDE) reviews whether the district maintains an inventory record for each item of equipment with an acquisition cost of \$500 or more per unit that is purchased with state and/or federal categorical funds. Thus, it is recommended that districts maintain inventories of equipment with an acquisition cost of \$500 or more per unit, as provided in item #2 below.

Note: The district may specify lower amounts for items #1 and #2 below.

Note: Note that the acquisition cost threshold amount established for the equipment inventory need not be the same as the threshold amount established for identifying capital assets for accounting purposes; see BP 3400 - Management of District Assets/Accounts. As explained in the CDE's California School Accounting Manual, all capitalized items should be inventoried, but not all inventoried items should be capitalized.

In order to provide for the proper tracking and control of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

1. All equipment items currently valued in excess of \$500 (Education Code 35168)
2. All equipment items purchased with state and/or federal categorical funds that have a useful life of more than one year with an acquisition cost of \$500 or more per unit

(cf. 3290 - Gifts, Grants and Bequests)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3512 - Equipment)

***Note: The following optional paragraph may be revised to reflect district practice. According to the California School Accounting Manual, some districts choose to inventory certain items, such as computers, audiovisual equipment, and furniture, even if their cost is lower than the

threshold defined by law.***

In addition, the Superintendent or designee may maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information: (Education Code 35168; 5 CCR 3946)

1. Name and description of the property
2. Identification number
3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown
4. Date of acquisition
5. Location of use
6. The date and method of disposal

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Note: Items #1-5 below are for use by districts that have used state and/or federal categorical funds to purchase equipment with an initial cost over the threshold established by law or the district. The district may merge this list into the list above in order to provide consistent procedures for all district equipment.

In addition to the information specified in items #1-6 above, the following information shall be recorded for equipment acquired with state and/or federal categorical funds unless otherwise specified in law: (34 CFR 80.32; 5 CCR 3946)

1. Source of the property (funding source)
2. Titleholder
3. Percentage of federal participation in the cost of the property
4. Use and condition of property
5. Sale price of the property upon disposition and method used to determine current fair market value

At the time of purchase, the Superintendent or designee shall affix a label to the equipment containing the identification number and the district name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5

CCR 3946.

~~***Note: The following optional paragraph provides for tracking of items that are moved from their original location. For additional requirements regarding safeguards for equipment purchased with categorical program funds, see AR 3512 - Equipment.***~~

~~Whenever an equipment item is moved to a new location or the equipment is used for a new purpose, the new location or purpose shall be recorded in the inventory.~~

~~***Note: 5 CCR 3946 requires that the inventory of equipment purchased with state and/or federal categorical funds be maintained at the district office and appropriate school site. The following optional paragraph has been expanded to apply to all inventories conducted by the district and may be revised to reflect district practice.***~~

A copy of the inventory shall be kept at the district office and at the appropriate school site.

(cf. 3580 - District Records)

Physical Inventory

~~***Note: The CPM process for both state and federal categorical programs includes a determination as to whether the district has conducted a physical inventory of equipment within the past two years in accordance with 34 CFR 80.32, as provided below. The California School Accounting Manual recommends that districts conduct a physical inventory at least once a year. The district may revise the following paragraph to specify a timeline shorter than two years.***~~

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (34 CFR 80.32)

~~***Note: The following two paragraphs are optional. The California School Accounting Manual includes recommended procedures for conducting a physical inventory, including procedures for preparing for the inventory, conducting the inventory count, and recounting. The following paragraph may be revised to reflect any specific district procedures for the physical inventory.***~~

The Superintendent or designee shall establish procedures for conducting the physical inventory which shall include, but not be limited to, designation of person(s) responsible for coordinating and conducting the inventory, preparation and distribution of count sheets, procedures for implementing the inventory, and procedures for conducting a recount to substantiate the validity of the inventory.

The Superintendent or designee shall investigate any differences between the quantities determined by the physical inspection and those in the accounting records.

Legal Reference:

EDUCATION CODE

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with consolidated application funds

16022-16023 Classification of records

16035 Historical inventory of equipment

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1-80.52 Uniform administrative requirements for grants to state and local governments

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual, 2008

OFFICE OF MANAGEMENT AND BUDGET COMMUNICATIONS

Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, rev. May 10, 2004

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

School Services of California, Inc.: <http://www.sscal.com>

White House, Office of Management and Budget: <http://www.omb.gov>

(6/89 6/98) 7/09

CSBA Sample

Administrative Regulation

Petty Cash Funds

AR 3451

Business and Noninstructional Operations

Note: The following optional regulation may be revised to reflect district practice.

In order to facilitate minor purchases, the Superintendent or designee may establish a petty cash fund at each school. The petty cash fund shall be used for unforeseen, small school expenses, such as postage or individual purchases of supplies.

The amount of the petty cash fund shall not exceed \$200. The principal or designee shall be responsible for all expenditures from the fund and shall create a system for tracking fund expenditures. Each expenditure shall be supported by appropriate documentation.

Expenditures shall be reconciled and accounted for whenever the principal requests that the fund be replenished, at the end of the fiscal year, or at the request of the Superintendent or designee.

(cf. 3400 - Management of District Assets/Accounts)

The principal or designee shall ensure that the petty cash fund is kept in a safe and secure location.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35250 Duty to keep certain records

41020 Requirement for annual audit

42800-42810 Revolving funds

Management Resources:

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

(6/91) 7/06

CSBA Sample

Administrative Regulation

Equipment

AR 3512

Business and Noninstructional Operations

Employees and/or students shall use district equipment only for school-related tasks. The Superintendent or designee shall ensure that all employees understand that personal use of district equipment is prohibited and that a violation may be cause for disciplinary action.

- (cf. 3515.4 - Recovery for Property Loss or Damage)
- (cf. 4040 - Employee Use of Technology)
- (cf. 4118 - Suspension/Disciplinary Action)
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
- (cf. 5144 - Discipline)
- (cf. 6163.4 - Student Use of Technology)

Note: Title I programs require that all students have access to comparable equipment and instructional supplies; see BP/AR ~~6171~~ - Title I Programs and BP 6000 - Concepts and Roles.

The district shall provide comparable basic equipment and supplies for all classes. When equipment cannot be supplied to every class, the Superintendent or designee shall ensure that it will be shared within and among the schools.

- (cf. 6000 - Concepts and Roles)
- (cf. 6171 - Title I Programs)

When school equipment is not being used by students or employees, school-connected organizations may be granted reasonable use of the equipment for school-related matters.

- (cf. 1230 - School-Connected Organizations)
- (cf. 1330 - Use of School Facilities)

Note: The district should check its liability coverage for off-site use of district equipment and materials. The following paragraph is optional.

The principal shall approve the removal of district-owned equipment from the school site. When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Transfer of Equipment to a New Site

Employees transferred to another school shall take with them only those personal items that have been purchased with their own funds. Items paid for by the district, school-connected organizations or grants shall remain at the initial location unless the principals of both schools make special arrangements that serve the best interests of the districtwide instructional program.

Equipment and materials unique to a special program being moved to another site may be moved to the new location upon the approval of both principals.

Equipment Acquired by Federal Funds

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a federal agency. (34 CFR 80.32)

All equipment purchased with Consolidated Application funds shall be labeled with the name of the project, identification number and name of the district. (5 CCR 3946)

Note: The following paragraphs reflect the requirements of 34 CFR 80.32 for managing equipment, whether such equipment is acquired in whole or in part with federal funds, until final disposition takes place.

Each principal or designee shall ensure that the following management provisions are established and maintained for equipment acquired in whole or in part with federal funds until such property is disposed: (34 CFR 80.32)

1. A control system shall be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated.
2. Adequate maintenance procedures shall be developed to keep the property in good condition.

(cf. 3530 - Risk Management/Insurance)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

If equipment is used for a purpose other than that for which it was originally purchased, the inventory shall include a dated statement justifying its current use.

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1- Permanent records

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1-80.52 Uniform administration requirements for grants to state and local governments

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

(9/88) 6/98

CSBA Sample

Exhibit

Equipment

E 3512

Business and Noninstructional Operations

EQUIPMENT LOAN FORM

I assume the responsibility for the following district equipment:

Description ID Number

School-related purpose: (Note: Items are not for personal use)

I will return the above equipment to _____ (administrator or designee) no later than _____.

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed: _____

Date: _____

Approved: _____

Date: _____

(9/88) 6/98

CSBA Sample

Board Policy

District Police/Security Department

BP 3515.3

Business and Noninstructional Operations

Note: Education Code 38000 authorizes the Board to establish a police or security department and to employ personnel to ensure the safety of district students and staff and the security of district real and personal property. The following optional policy may be revised as desired, including appropriate modifications to indicate whether the district has a "police" or "security" department.

To help ensure the safety of district students and staff and the security of district property, the Governing Board shall maintain a district police or security department.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 1250 - Visitors/Outsiders)
- (cf. 3515 - Campus Security)
- (cf. 3515.2 - Disruptions)
- (cf. 3515.5 - Sex Offender Notification)
- (cf. 3516.2 - Bomb Threats)
- (cf. 5131.4 - Student Disturbances)
- (cf. 5131.5 - Vandalism and Graffiti)
- (cf. 5131.6 - Alcohol and Other Drugs)
- (cf. 5131.7 - Weapons and Dangerous Instruments)
- (cf. 5136 - Gangs)
- (cf. 5142.1 - Identification and Reporting of Missing Children)
- (cf. 5145.11 - Questioning and Apprehension by Law Enforcement)
- (cf. 5145.12 - Search and Seizure)

Duties of district police officers or security officers shall be delineated in a job description developed by the Superintendent or designee.

- (cf. 4158/4258/4358 - Employee Security)
- (cf. 4200 - Classified Personnel)

Note: The district may select either or both options below depending on whether it has a "security" and/or "police" department.

OPTION 1: (Security Department)

Persons employed or assigned as school security officers shall serve as watchpersons, security guards, or patrolpersons on or about district premises to protect persons or property, prevent the

theft or unlawful taking of district property, or report unlawful activity to the district and local law enforcement agencies. (Education Code 38001.5)

When district security officers are unable to perform their duties because of an emergency, including, but not be limited to, war, epidemic, fire, flood or work stoppage, or when the emergency necessitates additional security services, the Board may contract with a private licensed security agency. In such cases, the Board shall make a specific finding that an emergency exists and shall include this finding in the Board minutes. (Education Code 38005)

OPTION 2: (Police Department)

Persons employed as members of the district police department, when appointed and duly sworn, are peace officers for the purposes of carrying out their duties pursuant to Penal Code 830.32. (Education Code 38001)

***Note: AB 1436 (Ch. 292, Statutes of 2003) amended Education Code 35021.5 to delete the requirement that a school police reserve officer corps consist of unpaid volunteers. However, Education Code 35021.5 continues to express legislative intent that districts be allowed to use volunteer reserve officers to the extent necessary to provide a safe and secure school environment. The following optional paragraph is for use by districts that choose to establish a reserve officer corps, and may be revised to reflect district practice. ***

The district's police department may be supplemented by a school police reserve officer corps, which may include unpaid volunteer reserve police officers. For the duration of their specific assignment, school police reserve officers shall have the same powers and duties as other school police officers. (Education Code 35021.5; Penal Code 830.6)

(cf. 1240 - Volunteer Assistance)

Note: The remainder of this policy is for use by all districts.

The Board expects district police or security officers to cooperate and regularly communicate with local law enforcement agencies, and to work collaboratively with other district staff and community members to develop long-term, proactive approaches that address the conditions affecting school safety.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

District police or security officers shall conduct themselves in ways that promote goodwill and cooperation on the part of students, district staff and the general public.

Firearms

Note: Pursuant to Penal Code 830.32, the Board may determine whether or not its police officers will carry firearms. Education Code 38001.5 implies that security officers also may or may not be permitted to carry firearms.

OPTION 1: The Board authorizes district police or security officers to carry firearms in accordance with law, Board policy and administrative regulations.

OPTION 2: District police or security officers shall not carry firearms.

Legal Reference:

EDUCATION CODE

35021.5 School police reserve corps

38000-38005 Security and police departments

39672 School peace officers, fingerprinting

41510-41514 School Safety Consolidated Competitive Grant

45122.1 Classified employees, conviction of a violent or serious felony

49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion

BUSINESS AND PROFESSIONS CODE

7583-7583.46 Private patrol operators

FAMILY CODE

6240-6274 Emergency protective orders

GOVERNMENT CODE

3300-3312 Public safety officers, rights and protections

8597-8598 Peace officers

PENAL CODE

290.45 Sex offenders, authority of peace officers

646.91 Emergency protective order for stalking

830-832.9 Peace officers, especially:

830.32 School district and community college police

830.6 Reserve police officers, powers and duties

832 Course of training prescribed by Commission on Peace Officer Standards and Training

832.2 School peace officers; training

832.7 Disclosure of personnel files in criminal or civil proceedings

836 Peace officers; warrants

12028.5 Taking custody of weapons

13510-13519.9 Standards for recruitment and training

13700-13702 Response to domestic violence

WELFARE AND INSTITUTIONS CODE

707 List of crimes

828-828.1 Disclosure of information re minors by law enforcement agency

COURT CASES

San Diego Police Officers Association et al. v. City of San Diego Civil Service Commission et al., 104 Cal.App.4th 275 (2002)

Management Resources:

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

WEB SITES

Commission on Peace Officer Standards and Training: <http://www.post.ca.gov>

California Department of Education, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/ls/ss/>

Attorney General's Office, Crime and Violence Prevention Center: <http://www.safestate.org>

(10/98 11/00) 11/03

CSBA Sample

Administrative Regulation

District Police/Security Department

AR 3515.3

Business and Noninstructional Operations

***Note: Districts should revise the following optional regulation to reflect whether the district has a "police" or "security" department as authorized by Education Code 38000. ***

To be employed as district police or security officers, persons shall meet all the requirements for classified personnel in addition to specialized requirements as described below.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4211 - Recruitment and Selection)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4215 - Evaluation/Supervision)

Chief of Police/Chief of Security

The district police or security department shall be supervised by a chief of police or chief of security designated by the Superintendent and working under the Superintendent's direction.
(Education Code 38000)

Note: Pursuant to Education Code 38000, the Board must set minimum qualifications for employment of the police chief or security chief, including but not limited to the qualifications described in the following paragraph. The district may expand the following paragraph to specify additional qualifications if desired.

Qualifications for the position of police or security chief include, but are not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officer Standards and Training. The police or security chief shall comply with this requirement within one year of initial employment in this position by the district.
(Education Code 38000)

Qualifications of Security Officers

Note: The following section is for use by districts that employ security officers pursuant to Education Code 38000 and 38001.5.

Every school security officer shall: (Education Code 38001.5)

1. Under the conditions described in Education Code 38001.5, submit to the district copies

of his/her fingerprints on forms or electronically, as prescribed by the Department of Justice

2. Be determined to be a person not prohibited from employment by a school district pursuant to Education Code 44237 or 45122.1

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4212.5 - Criminal Record Check)

Note: Item #3 below is for use by districts that authorize security officers to carry firearms; see BP 3515.3.

3. Be determined by the Department of Justice to be a person who is not prohibited from possessing a firearm (Education Code 38001.5)

Each employee who works more than 20 hours a week as a school security officer shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and Training. (Education Code 38001.5)

Note: The following paragraph is for use by districts that require school security officers to carry a firearm while performing their duties.

School security officers shall additionally satisfy the training requirements of Penal Code 832. (Education Code 38001.5)

Qualifications of Police Officers

Note: The following section is for use by districts that employ police officers pursuant to Education Code 38000 and 38001.

Before exercising the powers of a peace officer, district police officers shall satisfactorily complete an introductory course of training prescribed by the Commission on Peace Officer Standards and Training and shall pass the commission's examination. (Penal Code 832, 832.3)

If a person has passed this examination more than three years before being employed as a peace officer, or has a break in service of three or more years, he/she shall be required to pass the examination before beginning duties as a district police officer, unless he/she meets criteria required by law. (Penal Code 832)

Within two years of the date of first employment, district police officers shall have completed supplementary specialized training, approved by the Commission on Peace Officer Standards and Training, on the unique safety needs of a school environment. (Penal Code 832.3)

Note: The following paragraph may be expanded to include other trainings provided by the district.

The Superintendent or designee may provide district police officers with additional training in other public safety skills, including but not limited to first aid, rescue, cardiopulmonary resuscitation, emergency medical technician training, juvenile procedures and specialized safety equipment. (Education Code 38002)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4231 - Staff Development)
(cf. 5141 - Health Care and Emergencies)

Note: The following paragraph is for use by districts whose Boards have established a school police reserve corps as authorized by Education Code 35021.5 and 38000; see BP 3515.3, AB 1436 (Ch. 292, Statutes of 2003) amended Education Code 35021.5 to delete the requirement that such a reserve corps be unpaid volunteers.

School police reserve officers shall complete a course of training directly related to the role of school police reserve officers as prescribed in Penal Code 832.2. (Education Code 35021.5)

Equipment

Each district police or security officer shall wear a badge bearing the name of the district, carry an identification card bearing his/her photograph and signature and the signature of the Superintendent, and carry any other identification data required by local law enforcement agencies. (Education Code 38003)

Note: Pursuant to Education Code 38003, the cost for the above items must be borne by the district. If a uniform is not required, the word "uniforms" should be deleted from the following paragraph.

The district shall bear the cost of all required uniforms, equipment, identification badges and cards. (Education Code 38003)

The Board may provide and maintain motor vehicles for use by police or security department staff. When operated by a district officer in the performance of his/her duties, any vehicle is an authorized emergency vehicle and may be equipped and operated as such, as provided by the Vehicle Code. (Education Code 38004)

Personnel Files

Note: The following section is for use by districts that have established a police department.

Before any record containing an adverse comment is placed in a police officer's personnel file, he/she shall read and sign the record indicating he/she is aware of the comment. The police officer shall have 30 days to file a written response, which shall be attached to the adverse comment. (Government Code 3305-3306)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

A police officer may inspect his/her personnel file during usual business hours with no loss of compensation. If the officer believes that any portion of the material is mistakenly or unlawfully placed in the file, the officer may request, in writing, that the mistaken or unlawful portion be corrected or deleted and shall describe the reasons supporting those corrections or deletions. Within 30 days of the request, the Superintendent or designee shall either grant the officer's request or notify the officer of the decision to refuse to grant the request. The Superintendent or designee shall state in writing the reasons for refusing any request. (Government Code 3306.5)

Disciplinary Action

***Note: The following section is for use by districts that have established a "police" department. When a district police officer is under disciplinary investigation, Government Code 3300 provides the officer with the right to receive copies of any reports or complaints made by investigators or other persons, except those that are confidential. The court in San Diego Police Officers Association et al. v. City of San Diego Civil Service Commission et al. ruled that personnel records of a public safety officer cannot be disclosed at public disciplinary appeal hearings without the officer's consent. ***

Any investigation of a district police officer that could lead to punitive action shall be conducted in accordance with Government Code 3303-3304.

If the Superintendent or designee decides to impose discipline following investigation and any predisciplinary response or procedure, he/she shall notify the police officer in writing within 30 days of the decision, including the date that the discipline shall be imposed. (Government Code 3304)

~~***Note: Pursuant to Government Code 3304.5, an administrative appeal initiated by a police officer shall be conducted in accordance with district rules and procedures. Districts should consult legal counsel prior to initiating discipline against a police officer or whenever an investigation is undertaken.***~~

Any appeal by a police officer shall be conducted in accordance with Board policy and administrative regulation. (Government Code 3304.5)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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CSBA Sample

Administrative Regulation

Criminal Background Checks For Contractors

AR 3515.6

Business and Noninstructional Operations

***Note: Education Code 45125.1 requires entities having contracts with districts, as specified below, to submit fingerprints to the Department of Justice (DOJ) for processing. As amended by AB 2102 (Ch. 840, Statutes of 1998), Education Code 45125.1 has been narrowed to require the fingerprinting of only those contract employees who are working at a school site. ***

Note: Pursuant to Education Code 45125.1(i), this regulation also applies to charter schools.

Whenever the district contracts for school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, student transportation, and school site food-related services, the Superintendent or designee shall ensure that the contracting entity certifies in writing that any employees who may come into contact with students have not been convicted of a felony as defined in Education Code 45122.1, unless the employee has received a certificate of rehabilitation and a pardon. (Education Code 45125.1)

Note: Pursuant to Education Code 45125.1, as amended by AB 2102 (Ch. 840, Statutes of 1998), a contractor may employ a person who has been convicted of a serious felony, as long as (1) the serious felony is not a violent felony and (2) the employee can prove to the sentencing court that he/she has been rehabilitated, for the purposes of school site employment, for at least one year.

(cf. 3540 - Transportation)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3600 - Consultants)

(cf. 7140 - Architectural and Engineering Services)

Note: Education Code 45125.1, as amended by AB 2102 (Ch. 840, Statutes of 1998), allows districts to determine on a case-by-case basis that entities providing other school site services should also submit fingerprints, unless the district determines that the employees will have limited contact with students as defined below.

On a case-by-case basis, the Superintendent or designee may also require a contracting entity providing school site services, other than those listed above, to comply with these requirements. (Education Code 45125.1)

***Note: As amended by AB 2102 (Ch. 840, Statutes of 1998), Education Code 45125.1 no longer requires the contracting entity to present to the Board a list of employees who may come

into contact with students. ***

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)

In addition, these requirements shall not apply if the Superintendent or designee determines that the employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including the following factors: (Education Code 45125.1)

1. The length of time the contractors will be on school grounds
2. Whether students will be in proximity with the site where the contractors will be working
3. Whether the contractors will be working by themselves or with others

***Note: If it is determined that the employee will have limited contact with students, the employee is not required to submit a fingerprint identification card to the DOJ. ***

Upon a determination that an employee shall have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any student who may come in contact with this employee. (Education Code 45125.1)

Note: The following paragraph may be revised to reflect district practice.

These steps may include, but not be limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds and/or providing the employee with a visible means of identification.

(cf. 3515.3 - District Police/Security Department)

Other Facility Contractors

Note: Education Code 45125.2, as added by AB 2102 (Ch. 840, Statutes of 1998) requires districts contracting with an entity for construction, reconstruction, rehabilitation or repair of a school facility to ensure the safety of students by complying with the following requirements. If the district utilizes one of the three methods listed below, the contracting entity is not required to comply with the requirement to submit fingerprints pursuant to Education Code 45125.1.

When the district contracts for construction, reconstruction, rehabilitation or repair of a school facility where the employees of the entity will have contact, other than limited contact with

students, the Superintendent or designee shall ensure the safety of students by utilizing one or more of the following methods: (Education Code 45125.2)

1. The installation of a physical barrier at the worksite to limit contact with students.
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

The supervising employee may submit his/her fingerprints to the Department of Justice pursuant to Education Code 45125.1.

3. Surveillance of employees of the entity by school personnel.

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing construction, reconstruction, rehabilitation or repair services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.2)

Legal Reference:

EDUCATION CODE

41302.5 School districts, definition

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors

45125.2 Criminal background checks for construction

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

(10/97) 10/98

CSBA Sample

Administrative Regulation

Fire Drills and Fires

AR 3516.1
Business and Noninstructional Operations

Fire Drills

The principal shall cause the fire alarm signal to be sounded at least once every month.
(Education Code 32001)

***Note: As amended by SB 575 (Ch. 725, Statutes of 2001), Education Code 32001 requires intermediate schools to hold a fire drill at least four times every school year. The following paragraph may be revised to reflect grade levels offered by the district. ***

The principal shall also hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

1. The principal shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

Fires

***Note: The following evacuation procedures may be deleted if they are already provided in the district's emergency and disaster preparedness plan. See BP/AR 3516 - Emergencies and Disaster Preparedness Plan. ***

***Note: SB 575 (Ch. 725, Statutes of 2001) added Education Code 17074.50-17074.56 to require that new construction projects contain an automatic fire detection, alarm and sprinkler system. In those buildings, Education Code 32001, as amended, provides that the principal is not required to sound the fire alarm when the building is equipped with an automatic alarm system. ***

in safety plan

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001)
2. The principal or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Legal Reference:

~~EDUCATION CODE~~

17074.50-17074.56 Automatic fire detection, alarm and sprinkler systems

32001 Uniform fire signals

32040 Duty to equip school with first aid kit

CODE OF REGULATIONS, TITLE 5

550 Fire drills

(3/89 10/96) 11/01

Bomb Threats

***Note: The following optional administrative regulation may be revised to reflect district practice. ***

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Receiving Threats

***Note: The U.S. Department of Homeland Security's web site provides a Bomb Threat Checklist that a person who is receiving a bomb threat could use to gather information about the threat. ***

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

***Note: The following optional section may be deleted if such a procedure is already provided in the district's emergency and disaster preparedness plan; see BP/AR 3516 - Emergencies and Disaster Preparedness Plan. ***

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.
3. The Superintendent or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.1 - Fire Drills and Fires)

4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.

(cf. 3515.3 - District Police/Security Department)

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

(cf. 3516.5 - Emergency Schedules)

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

(cf. 1112 - Media Relations)

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

(cf. 6164.2 - Guidance/Counseling Services)

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

44810 *Willful interference with classroom conduct*

48900 *Grounds for suspension or expulsion*

51202 *Instruction in personal and public health and safety*

PENAL CODE

17 *Felony, misdemeanor, classification of offenses*

148.1 *False report of explosive or facsimile bomb*

245 *Assault with deadly weapon or force likely to produce great bodily injury; punishment*

594 *Vandalism; penalty*

Management Resources:

CSBA PUBLICATIONS

911: A Manual for Schools and the Media During a Campus Crisis, 2001

U.S. DEPARTMENT OF HOMELAND SECURITY PUBLICATIONS

Bomb Threat Checklist

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

U.S. Department of Homeland Security: <http://www.dhs.gov>

U.S. Department of Treasury, Bureau of Alcohol, Tobacco, Firearms and Explosives:

<http://www.THREATPLAN.org>

(9/91 10/96) 7/10

CSBA Sample

Board Policy

Facilities Inspection

BP 3517

Business and Noninstructional Operations

Note: As part of the Williams litigation settlement, Education Code 17070.75 requires that each school district participating in the School Facility Program or the Deferred Maintenance Program have a facility inspection system in place for all schools to ensure that school facilities are kept in good repair. Education Code 17002 defines "good repair" to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional as determined pursuant to the Facility Inspection Tool (FIT) developed by the Office of Public School Construction (OPSC) or a local evaluation instrument that uses the same criteria.

Note: The information gathered on the FIT is also used to comply with other Williams settlement requirements. Education Code 33126 requires the information to be part of the assessment of school facility conditions on the school accountability report card (SARC); see BP 0510 - School Accountability Report Card. In addition, Education Code 35186 requires districts to establish a complaint procedure relative to the condition of school facilities; see AR/E 1312.4 - Williams Uniform Complaint Procedures.

Note: The following policy is optional.

The Governing Board recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.

(cf. 0510 - School Accountability Report Card)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 3514 - Environmental Safety)

Note: Education Code 17002 specifies the conditions that must be evaluated as part of the FIT. Items #1-15 below reflect the broad categories of conditions listed on the FIT.

The Superintendent or designee shall develop a facilities inspection and maintenance program to ensure that school facilities are maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:

1. Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable

are functional and unobstructed.

3. Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.
4. Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.
5. Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.
6. Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.
7. Fire Safety: The fire equipment and emergency systems appear to be functioning properly.
8. Electrical (interior and exterior): There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.
9. Pest/Vermin Infestation: Pest or vermin infestation is not evident.
10. Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.
11. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied).
12. Sewers: Sewer line stoppage is not evident.

13. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.
14. Playground/School Grounds: The playground equipment and school grounds appear to be clean, safe, and functional.
15. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly.

***Note: For schools ranked in deciles 1-3 on the Academic Performance Index, Education Code 1240 requires the County Superintendent of Schools to visit those schools to determine (1) the status of any facility condition that may create an emergency or urgent threat to the health or safety of students or staff and (2) the accuracy of data reported on the SARC with respect to the safety, cleanliness, and adequacy of school facilities. Education Code 1240 requires that the County Superintendent provide a quarterly report to the Board on the results of any county office

visit. Education Code 1240 provides that, if the County Superintendent determines that a facility condition poses an emergency or urgent threat, he/she may go to the school to verify repairs and/or prepare a report that identifies areas of noncompliance if the district has not provided evidence that the repairs will be made within 30 days or, for major repairs, in a timely manner. The County Superintendent may then present the report to the Board at a public meeting and post the report on the county office's web site.***

The Superintendent or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17002 Definitions

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998

17565-17591 Property maintenance and control, especially:

17584 Deferred maintenance

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

CODE OF REGULATIONS, TITLE 2

1859.300-1859.330 Emergency Repair Program

Management Resources:

CSBA PUBLICATIONS

Williams Settlement and the Emergency Repair Program, Policy Brief, January 2008

~~COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS~~

Facility Inspection Tool Guidebook, February 2008

WEB SITES

CSBA: <http://www.csba.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams Case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

Coalition of Adequate School Housing: <http://www.cashnet.org>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

(3/05 11/06) 7/08

CSBA Sample

Administrative Regulation

Transportation Routes And Services

AR 3541
Business and Noninstructional Operations

Routes and Bus Stops

The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of buses.

***Note: 5 CCR 15241 establishes minimum transportation distances for determining district reimbursement for transportation expenses. These distances are measured from the point the student boards the bus at the regular stop to the school by the shortest traveled road. ***

***Note: The numbers listed below reflect reimbursement minimums pursuant to 5 CCR 15241. Districts should revise the following section to reflect appropriate grades and applicable distances. ***

Students shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below:

1. For elementary school students:

Grades K-3: three-fourths mile

Grades 4-8: one mile

2. For students attending a three-year junior high school:

Grades 7-9: one mile

3. For students attending a four-year high school:

Grades 9-12: two miles

The Superintendent or designee may authorize transportation within the walking distance when safety problems or hazards exist.

Students who attend a school outside their attendance area may be eligible for transportation services in accordance with Board policy.

(cf. 5116.1- Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Agreements)

~~***Note: The following optional paragraph should be modified to reflect district practice. ***~~

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules and stops and/or shall arrange for local media to publish such information.

(cf. 1112 - Media Relations)

Transportation Services

~~***Note: Items #1-10 below should be revised to reflect services provided or contracted for by the district. ***~~

With the Governing Board's authorization, transportation services may be provided or arranged by the district for:

1. Students traveling to and from school during the regular school day (Education Code 39800)

2. Field trips and excursions (Education Code 35330)

(cf. 3541.1 - Transportation for School-Related Trips)

3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)

4. District employees and parents/guardians traveling to and from educational activities authorized by the district (Education Code 39837.5)

5. Preschool or nursery school students (Education Code 39800)

6. Students traveling to full-time occupational classes provided by a Regional Occupational Program or Center (Education Code 39807.5, 41850)

~~7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)~~

~~8. Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school (Education Code 39801.5)~~

~~9. Private school students, in the same manner and on the same routes provided for district students (Education Code 39808)~~

10. ~~7~~, Nonschool purposes as allowed by law, such as:

a. Community recreation (Education Code 39835)

b. Public transportation (Education Code 39841)

***Note: Item #c is for use only by districts that normally transport to and from school, students residing on property belonging to a federal, state or local agency. ***

c. Transportation of government employees to and from their places of employment (Education Code 39840)

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4)

(cf. 3541.2 - Transportation for Students with Disabilities)

***Note: The McKinney-Vento Homeless Assistance Act, reauthorized as part of the No Child Left Behind Act, creates requirements for districts with respect to transportation for homeless students. 42 USC 11432 mandates that the district adopt policies and practices to ensure that transportation is provided to homeless children who have moved, but have decided to continue to attend their school of origin. See BP/AR 6173 - Education for Homeless Children for language implementing this mandate. ***

The Superintendent or designee shall provide transportation to homeless children in accordance with law, Board policy and administrative regulation.

(cf. 6173 - Education for Homeless Children)

Legal Reference:

EDUCATION CODE

10900.5 Use of school buses for community recreation

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39809.5 Transportation, general provisions, especially:

39800 Powers of governing board to provide transportation to and from school

39801.5 Transportation for adults

39808 Transportation for private school students

39830-39842 School buses, especially:

39835 Use of school buses for community recreation

39837 Transportation to summer employment program

39837.5 Transportation of employees and parents/guardians to school activities

39860 Transportation to school activities

41850-41856 Allowances for transportation

41860-41863 Supplementary allowances for transportation

CODE OF REGULATIONS, TITLE 5

15240-15244 Allowances for student transportation

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 42

11432 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504

Management Resources:

WEB SITES

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/bus/index.html>

Pupil Transportation Safety Institute: <http://www.ptsi.org>

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CSBA Sample

Exhibit

Transportation For School-Related Trips

E 3541.1

Business and Noninstructional Operations

Exhibit 1

SCHOOL DRIVER REGISTRATION FORM

DRIVER INFORMATION

Driver (circle one): Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____

Telephone: () _____ Cell Phone: () _____

Driver's License No.: _____ Expiration Date: _____

VEHICLE INFORMATION

Name of Owner: _____

Address: _____

Make: _____ Year: _____ License Plate No.: _____

Registration Expiration: _____ Seating Capacity: _____

INSURANCE INFORMATION

Insurance Company: _____ Telephone: () _____

Policy No.: _____ Expiration Date: _____

Liability Limits of Policy: _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the district.

Name: _____ Date: _____

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Exhibit 2

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.

Note: SB 7 (Ch. 425, Statutes of 2007) added Health and Safety Code 118947-118949 to make it unlawful for a person to smoke in a motor vehicle in which there is a minor; see accompanying administrative regulation.

5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all students together and call 911 and the district office.

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CSBA Sample

Administrative Regulation

School Bus Drivers

AR 3542
Business and Noninstructional Operations

***Note: The following regulation is for use by districts that employ their own school bus drivers or student activity bus drivers. Districts that contract out for all transportation services may revise this regulation as appropriate to ensure that the contracting firm meets all legal requirements regarding qualifications and responsibilities. ***

Authority

Note: 5 CCR 14103 mandates the Board to adopt rules relating to bus driver authority, including but not limited to specific administrative regulations related to suspension of riding privileges, and to make them available to parents/guardians, students, teachers and other interested parties. For language related to suspension of riding privileges, see BP/AR 5131.1 - Bus Conduct.

Students transported in a school bus or in a student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. (5 CCR 14103)

(cf. 3540 - Transportation)

A bus driver shall have the authority to discontinue the operation of a school bus whenever he/she determines that it is unsafe to continue.

Administrative regulations related to bus driver authority shall be made available to parents/guardians, students, teachers and other interested parties. (5 CCR 14103)

(cf. 3516.5 - Emergency Schedules)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 5131.1 - Bus Conduct)

Qualifications, Training and Monitoring

All drivers employed to operate school buses or student activity buses shall possess, at a minimum, both of the following documents issued by the state Department of Motor Vehicles: (Education Code 39830.1; Vehicle Code 12517)

1. A valid driver's license for the appropriate class of vehicle to be driven

2. A certificate which permits the driver to operate either school buses or student activity buses, as applicable

(cf. 4200 - Classified Personnel)

(cf. 4211 - Recruitment and Selection)

***Note: Pursuant to Vehicle Code 12517.3, applicants for an original certificate to drive a school bus or student activity bus must be fingerprinted by the California Highway Patrol for submission to the Department of Justice, or a school district may conduct such fingerprinting using an electronic fingerprinting system (LiveScan) with terminals managed by the Department of Justice. The following optional paragraph is for use by districts that choose to use this method to conduct the fingerprinting themselves. ***

The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an original certificate to drive a school bus or student activity bus. (Vehicle Code 12517.3)

(cf. 4212.5 - Criminal Record Check)

The Superintendent or designee shall ensure that school bus drivers receive training which includes:

1. First aid practices (Vehicle Code 12522)

2. The proper actions to be taken in the event that a school bus is hijacked (Education Code 39831)

***Note: Education Code 56195.8 mandates that each entity providing special education adopt policy ensuring that school bus drivers have received the training described in item #3 below. ***

3. The proper installation of mobile seating devices in the bus securement systems (Education Code 56195.8)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4231 - Staff Development)

School bus drivers shall be subject to drug and alcohol testing in accordance with Governing Board policy and the requirements of federal law.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

The Superintendent or designee shall notify the Department of Motor Vehicles within five days whenever any school bus driver has tested positive for drugs or alcohol, is dismissed for a cause related to student transportation safety, or whenever a driver so dismissed has been reinstated.

(Vehicle Code 1808.8, 13376)

(cf. 4215 - Evaluation/Supervision)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Responsibilities

The school bus driver's primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the district's transportation safety plan.

The driver shall not require any student to leave the bus en route between home and school or other destinations. (5 CCR 14103)

The driver shall stop to load or unload students only at school bus stops designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

(cf. 3541 - Transportation Routes and Services)

***Note: SB 1685 (Ch. 397, Statutes of 2002) amended Vehicle Code 22112 to require that the school bus driver deactivate the amber warning light system after reaching a bus stop. SB 1685 also amended Vehicle Code 22112 to clarify the circumstances under which the amber warning light system, flashing red lights, and stop signal arm may or may not be operated. ***

The driver shall activate the amber warning light system, flashing red signal lights and stop arm signal and shall escort students in accordance with Vehicle Code 22112.

The driver shall immediately report all school bus accidents to the California Highway Patrol, the Superintendent or designee, and the driver's employer. (13 CCR 1219)

***Note: Items #1-6 below are optional and may be revised to reflect district practice. ***

The driver also shall report the following to the Superintendent or designee:

1. Recurring and serious student misbehavior
2. Parental and student complaints
3. Traffic violations
4. Consistently late school dismissals which cause transportation delays
5. Overload runs
6. Mechanical or other problems with buses and equipment

Legal Reference:

EDUCATION CODE

39830-39842 School buses

40080-40090.5 Training required to obtain or renew bus driver certificate

45125.1 Criminal background checks for contractors

56195.8 Training in installation of mobile seating devices

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

1808.8 Dismissal for safety-related cause

2570-2575 Transportation of students

12517-12517.4 Certification requirements

12522 First aid training for school bus drivers

13376 Driver certificates; revocation or suspension; sex offense prosecution

22112 School bus signals; roadway crossings

25257 School bus; flashing light signal system

25257.2 School bus used for transportation of developmentally disabled person

34501.6 School buses; reduced visibility

34508.5 Investigation of accidents

CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

14104 School bus driver instructor

CODE OF REGULATIONS, TITLE 13

1200-1228 General provisions, school bus regulations

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 Federal motor vehicle safety standard #222

Management Resources:

WEB SITES

California Highway Patrol: <http://www.chp.ca.gov>

California Department of Motor Vehicles: <http://www.dmv.ca.gov>

California Department of Justice: <http://caag.state.ca.us>

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CSBA Sample

Administrative Regulation

Transportation Safety And Emergencies

AR 3543

Business and Noninstructional Operations

Cautionary Notice: AB 1610 (Ch. 724, Statutes of 2010) amended Government Code 17581.5 to relieve districts from the obligation to implement specified statutes whenever they are identified in the Budget Act as being ones for which state mandate reimbursement is not provided for that fiscal year. As a result, certain provisions of the following administrative regulation that reflect those requirements may be suspended. It is recommended that districts consult legal counsel prior to suspending any provisions.

Note: The following regulation is for use by districts that provide school bus transportation services and employ their own school bus drivers. Districts that contract out for all transportation services may revise this regulation as appropriate to ensure that the contracting firm meets all legal requirements regarding transportation safety.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment listed in 13 CCR 1215, including any defect or deficiency discovered by or reported to him/her which would affect safe operation or result in mechanical breakdown of the bus, or indicating that no defect or deficiency was discovered or reported. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3542 - School Bus Drivers)

In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

Passenger Restraint Systems

Note: Pursuant to Vehicle Code 27316 and 27316.5, any school bus or student activity bus purchased or leased for use in California must be equipped with a passenger restraint system if the bus was manufactured on or after the dates specified in law, as described below. Although it is the manufacturer's responsibility to ensure installation of appropriate passenger restraint systems, the district should be aware that buses manufactured or purchased from outside California may need to be modified to comply with the state's requirements. In addition, according to the California Department of Education's (CDE) Passenger Restraints Frequently Asked Questions, districts may, but are not required to, retrofit older school buses with passenger restraint systems with the original equipment manufacturer's approval. In determining whether to retrofit buses, the CDE recommends that districts consider the age of the bus, the total cost of the retrofit, and the required re-inspection of the bus by the California Highway Patrol.

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver
2. Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:
 - a. Is designed for carrying 16 or fewer passengers and the driver
 - b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver

Note: The following optional paragraph reflects legislative intent of Vehicle Code 27316.

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Note: Pursuant to Vehicle Code 27316, no person, district, or organization may be held criminally liable if a passenger improperly uses or fails to use the passenger restraint system. However, the CDE's Passenger Restraints Frequently Asked Questions encourages districts to develop procedures to enforce disciplinary actions for nonuse or improper use of the passenger restraint system.

***Note: The following optional paragraph may be expanded to specify the steps that should be taken by the driver to reasonably ensure that all passengers are properly restrained (e.g., verbal instructions to students, visual inspection), which may vary depending on the age/grade levels of

the students. Such steps also may be incorporated in district regulations adopted pursuant to 5 CCR 14103 related to student conduct on buses, bus driver authority, and the suspension of riding privileges; see BP/AR 5131.1 - Bus Conduct.***

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)
(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Electronic Communications Devices

Note: Vehicle Code 23123 prohibits any person from driving a motor vehicle while using a wireless telephone, except under the conditions described below. Pursuant to the definitions in Vehicle Code 415 and 545, a "motor vehicle" would include a school bus or student activity bus. In addition, Vehicle Code 23125 prohibits a person from driving a school bus while using a wireless telephone except for work-related or emergency purposes. At its discretion, the district may establish conditions that are more restrictive than law and should revise the following list accordingly.

A bus driver shall not drive a school bus or student activity bus while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
2. For emergency purposes, including, but not limited to, a call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity ✓
3. For work-related purposes

(cf. 3513.1 - Cellular Phone Reimbursement)

***Note: Vehicle Code 23123.5 generally prohibits any person from driving a motor vehicle while using an electronic wireless communications device for text-based communication. AB 1536 (Ch. 92, Statutes of 2012) amended Vehicle Code 23123.5 to add an exception for the use

of voice-operated and hands-free operation of an electronic wireless communications device. At its discretion, the district may establish conditions that are more restrictive than law and should revise the following paragraph accordingly.***

A bus driver shall not drive while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email, unless the device is specifically designed and configured to allow voice-operated and hands-free operation and is used in that manner. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

Safe Bus Operations

Note: Pursuant to Education Code 39834, any Governing Board member, employee, or other person who knowingly operates or permits operation of a school bus in excess of its seating capacity is guilty of a misdemeanor. However, the Board is authorized to adopt policy that allows seating capacities to be exceeded in cases of emergency; see BP/AR 3516 - Emergencies and Disaster Preparedness Plan.

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Note: Vehicle Code 34501.6 mandates any district that provides student transportation to adopt procedures that limit bus operation when atmospheric conditions reduce visibility, as described below, and that give drivers for school activity trips discretionary authority to discontinue operation when it is unsafe.

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

~~***Note: The district should modify items #1-2 below to reflect grade levels offered by the district. A district that does not maintain any of grades prekindergarten through 8 should delete items #1-2.***~~

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Parental Notifications

~~***Note: The following section is for use by districts that offer any of grades prekindergarten through 6 and should be revised to reflect the grade levels offered by the district.***~~

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safety while walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.

Note: Item #2 below is for use by districts that offer any of grades prekindergarten through 8 and should be revised to reflect the grade levels offered by the district.

2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:

- a. Proper loading and unloading procedures, including escorting by the driver
- b. How to safely cross the street, highway, or private road
- c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
- d. Proper passenger conduct
- e. Bus evacuation procedures
- f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction

- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol.

Note: Item #3 below applies to all students in grades prekindergarten through 12 and may be revised to reflect grade levels offered by the district.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Legal Reference:

EDUCATION CODE

39830-39842 Transportation, school buses

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

~~545-546~~ Definition of school bus and student activity bus

22112 Loading and unloading passengers

23123 Use of wireless telephone prohibited while driving motor vehicle

23123.5 Text communications prohibited while driving motor vehicle

23125 Use of wireless telephone prohibited while driving school bus

27316-27316.5 Passenger restraint systems

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety

2480 Airborne toxic control measure; limitation on bus idling

CODE OF REGULATIONS, TITLE 19

574-575.3 Inspection and maintenance of fire extinguishers

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

California Association of School Transportation Officials: <http://www.castoways.org>

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/ls/tn>

California Highway Patrol: <http://www.chp.ca.gov>

National Coalition for School Bus Safety: <http://www.ncsbs.org>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www.nhtsa.dot.gov>

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CSBA Sample

Board Policy

Summer Meal Program

BP 3552

Business and Noninstructional Operations

***Note: The following optional policy is for use by any district that has been approved by the California Department of Education (CDE) to serve as a program sponsor under the federally funded Seamless Summer Feeding Option (SSFO) or Summer Food Service Program (SFSP), pursuant to 42 USC 1761 (as amended by P.L. 111-80) and 7 CFR 225.1-225.20. Both programs are designed to provide meals to children in low-income communities during summer vacation; however, SSFO funding is available only to districts that also participate in the National School Lunch or Breakfast Program (42 USC 1751-1769, 1773). ***

***Note: Pursuant to 7 CFR 225.14, districts participating in SSFO or SFSP must make summer meals available to all children in the community, not just those enrolled in summer school. Districts that offer meals only to students enrolled in summer school and not to other children in the community are not eligible to receive reimbursements under SSFO or SFSP, but may continue to provide meals through the National School Lunch or Breakfast Program. ***

The Governing Board recognizes that child nutrition programs have a positive and direct impact upon children's well-being and achievement. To help students and other children in the community remain well nourished throughout the summer vacation, the district shall sponsor a summer meal program as approved by the California Department of Education (CDE).

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

***Note: The following optional paragraph is for use by districts that maintain one or more schools on a year-round schedule. Pursuant to 42 USC 1761, the SSFO and SFSP may provide meals at off-session/off-track times of the year for schools on a continuous school calendar. According to the CDE's Frequently Asked Questions, under the SSFO, schools on a year-round schedule may be approved to serve meals during breaks of at least 10 school days. For purposes of the SFSP, 7 CFR 225.2 defines a "continuous school year" as having vacation periods of 15 continuous school days or more during the period from October through April. ***

The district may apply to the CDE to provide meals to children during any extended break in a year-round school schedule. (42 USC 1761; 7 CFR 225.2, 225.6, 225.14)

(cf. 6117 - Year-Round Schedules)

Between October and April, or at any time or school on a year-round schedule, the district may serve meals at a nonschool site in cases of unanticipated school closures, such as a natural disaster, unscheduled major building repair, court order related to school safety or other issues, labor-management dispute, or similar cause as approved by the CDE. (42 USC 1761; 7 CFR 225.6)

***Note: Both the SSFO and SFSP contain criteria for choosing locations to operate a summer meal program; see the accompanying administrative regulation. Meal service must not begin prior to receiving CDE approval of the site. ***

The Superintendent or designee shall recommend to the Board one or more sites for meal services based on state and federal program criteria and an assessment of family and community needs. When feasible, the Superintendent or designee shall involve local governmental agencies, food banks, and/or community organizations in identifying suitable site locations. The site(s) shall be approved by the CDE before meal service is initiated.

***Note: The following paragraph is optional. The U.S. Department of Agriculture's The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors encourages sponsors to select sites or design programs to offer other organized activities that attract children to the summer meal program. ***

The summer meal program may be offered in conjunction with educational enrichment or recreational activities in order to encourage participation in other wellness and learning opportunities.

(cf. 1020 - Youth Services)
(cf. 1330.1 - Joint Use Agreements)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6177 - Summer School)

The Superintendent or designee shall develop and coordinate outreach and promotional activities to inform parents/guardians and the community about the availability of the summer meal program and its location(s) and hours.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)

***Note: Districts participating in either the SSFO or SFSP must submit reimbursement claims through the CDE's online Child Nutrition Information and Payment System. ***

The Superintendent or designee shall maintain accurate records of all meals served and shall ensure the timely submission of reimbursement claims in accordance with state procedures.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

The Superintendent or designee shall regularly report to the Board regarding program implementation, number of participants at each site, feedback from participating children and their parents/guardians regarding menus and service, and program costs. As needed, the

Board shall direct the Superintendent or designee to identify program modifications to increase program quality or children's access to meal services.

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

Legal References:

EDUCATION CODE

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49570 National School Lunch Act

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769i School lunch programs, including:

1751-Note-Local wellness policy

1761 Summer Food Service Program and Seamless Summer Feeding Option

1771-1792 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.22 National School Breakfast Program

225.1-225.20 Summer Food Service Program

Management Resources:

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Providing Access to Nutritious Meals During Summer, Policy Brief, June 2010

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

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October 2008

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Guide, rev. January 2010

The Summer Food Service Program: Food That's In When School is Out, 2010 Monitor's Guide,
rev. January 2010

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS (continued)

The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative
Guidance for Sponsors, rev. December 2009

National School Lunch Program's Seamless Summer Option Questions and Answers, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Center for Research on Women and Families, Summer Meal Program Coalition:
<http://www.ccrwf.org>

California Department of Education, Nutrition: <http://www.cde.ca.gov/ls/nu>

California Food Policy Advocates: <http://www.cfpa.net>

California School Nutrition Association: <http://www.calsna.org>

Child Nutrition Information and Payment System: <https://www.cnips.ca.gov>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov>

CSBA Sample

Administrative Regulation

Summer Meal Program

AR 3552

Business and Noninstructional Operations

***Note: The following optional administrative regulation is for use by any district that has been approved by the California Department of Education (CDE) to serve as a program sponsor under the federally funded Seamless Summer Feeding Option (SSFO) or Summer Food Service Program (SFSP), pursuant to 42 USC 1761 (as amended by P.L. 111-80) and 7 CFR 225.1-225.20. The district should select the section(s) below that correspond to the program(s) offered by the district. ***

Site Selection

***Note: The following section is for use by districts that participate in either the SSFO or SFSP. ***

In identifying locations where summer meals may be provided, the Superintendent or designee shall document site eligibility according to the following criteria: (7 CER 225.2, 225.15)

1. Open Site: The site provides meals to all children in the area and is located at a school or nonschool site within the geographical boundaries of a school attendance area where at least 50 percent of the children are eligible for free or reduced-price meals.

(cf. 3553 - Free and Reduced Price Meals)

2. Restricted Open Site: The site initially meets the criteria of an "open site," but the district must restrict or limit participation on a first-come, first-served basis due to security, safety, or control concerns.

3. Closed Enrolled Site: The site is open only to enrolled children, as opposed to the community at large, and at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals, as determined by approval of applications in accordance with 7 CFR 225.15(f).

***Note: The following optional paragraph is for use by districts that offer meals during summer school session. 7 CFR 225.14 requires such districts to make summer meals available to all children in the community, not just those enrolled in summer school. Districts that offer meals only to students enrolled in summer school and not to other children in the community are not eligible to receive reimbursements under SSFO or SFSP, but may continue to provide meals through the National School Lunch or Breakfast Program (42 USC 1751-1769h, 1773; 7 CFR 210.1-210.31, 220.1-220.21). ***

Whenever the district offers the summer meal program at a site that provides summer school sessions, it shall ensure that the site is open to students enrolled in summer school and to all children residing in the area served by the site. (7 CFR 225.14)

(cf. 3555 - Nutrition Program Compliance)
(cf. 6177 - Summer School)

Meal Service

***Note: The following section is for use by districts that participate in either the SSFO or SFSP. The district may revise the following paragraph to reflect meals provided by the district.

In accordance with the district's agreement with the California Department of Education (CDE), the summer meal program may offer breakfast, morning snack, lunch, afternoon snack, and/or supper. The program may provide up to two meals/snacks per day in any combination, except that lunch and supper shall not be provided by the same site on the same day. Sites that primarily serve children from migrant families may apply to serve up to three meals, or two meals and one snack, per day. All meals/snacks shall be provided within the time periods specified in 7 CFR 225.16. (42 USC 1761; 7 CFR 225.16)

(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 5030 - Student Wellness)

Meals provided through the district's summer meal program shall be available at no cost to: (42 USC 1761; 7 CFR 225.2)

1. Children age 18 or younger
2. Persons over age 18 who meet the CDE's definition of having a physical or mental disability and who are participating in a public or nonprofit private school program established for individuals with a disability

(cf. 6164.4 - Identification of Individuals for Special Education)

***Note: The following paragraph is optional. The U.S. Department of Agriculture's (USDA) The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors encourages sponsors to designate a site supervisor for each site, as specified below. ***

The Superintendent or designee shall designate a person at each participating site to serve as the program's site supervisor. The site supervisor shall oversee the order or preparation of meals, ensure the site is cleaned before and after the meal, and record the number of complete meals served to eligible children each day.

Additional Requirements for Seamless Summer Feeding Option

***Note: In addition to the requirements in the "Site Selection" and "Meal Service" sections above, districts participating in SSFO are subject to the requirements in the following optional section. Districts that participate in SSFO also participate in the National School Lunch or Breakfast Program (42 USC 1751-1769, 1773) and have one agreement with the CDE for their entire food services operation. ***

All meals offered through the summer meal program shall meet menu planning requirements for the National School Lunch or Breakfast Program pursuant to 7 CFR 210.10 or 7 CFR 220.8. (42 USC 1761)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

***Note: The following optional paragraph should be revised to reflect district practice. As part of the application process, districts applying to participate in the SSFO and operate an open site are required to describe how each site will advertise the availability of meal services to children in the community. The CDE's web site specifies that districts must have a large banner or marquee demonstrating that the meal service is available to all children in the community. Additional sample outreach materials, including a flyer translated into multiple languages, a poster, and a template letter for web sites, are available through the CDE. ***

***Note: According to the CDE's Frequently Asked Questions, the district should maintain documentation, such as copies of advertisements, flyers, or radio or TV announcements, so that the advertising method can be confirmed during a CDE review. ***

Whenever the district operates an open site as defined in the section entitled "Site Selection" above, the Superintendent or designee shall advertise the availability of summer meal services to the neighborhood community. A large banner or marquee shall be prominently displayed at each site before and during the meal service. Other outreach strategies may include, but are not limited to, sending a news release to the local media, distributing a flyer to parents/guardians of district students, posting information on the district or school web site, and placing posters throughout the community.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)

***Note: Meals provided through the SSFO are reimbursed at the same rate applicable to free meals served through the National School Lunch or Breakfast Program. Reimbursement claims for meals served through the SSFO must be submitted through the CDE's online Child Nutrition Information and Payment System as part of the district's National School Lunch or Breakfast Program claim. ***

At the point of service, on-site staff shall count the number of eligible meals served.

Reimbursement claims shall be submitted using the same procedure used during the school year for the National School Lunch or Breakfast Program.

***Note: According to the USDA's National School Lunch Program's Seamless Summer Option Questions and Answers, each SSFO site must be locally reviewed at least once each year unless this requirement is waived by the CDE. The site monitoring review should be completed using a form available from the CDE. State review of local SSFO programs occurs every five years during the CDE's Coordinated Review Effort process. ***

Each year the Superintendent or designee shall conduct at least one review of each site to ensure its compliance with meal counting, claiming, menu planning, and food safety requirements. For newly established sites, such reviews shall be conducted within three weeks of the start of operation.

Additional Requirements for Summer Food Service Program

***Note: In addition to the requirements in the "Site Selection" and "Meal Service" sections above, districts participating in SFSP are subject to the requirements in the following optional section. The SFSP requires annual approval of the program from the CDE. ***

The district shall annually submit to the CDE a program application and budget for anticipated operational and administrative costs.

***Note: 7 CFR 225.15 requires districts that sponsor open sites, as defined in item #1 in the section entitled "Site Selection" above, to send a notice to the media publicizing the availability of the program. A sample news release is available in the USDA's The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors. ***

The Superintendent or designee shall annually send a notice to the media serving the area from which the district draws its attendance regarding the availability of free meals. (7 CFR 225.15)

(cf. 1112 - Media Relations)

***Note: According to the USDA's 2010 Administrative Guidance for Sponsors, in addition to the media notice described above, the district is required to take the actions specified in items #1-4 below to inform the community about the program. ***

In addition, the district and each open site shall:

1. Make program information available to the public upon request
2. Make reasonable efforts to provide information in the appropriate translation concerning the availability and nutritional benefits of the program
3. Display, in a prominent place at the site and in the district office, the nondiscrimination poster developed or approved by the U.S. Department of Agriculture's Food and Nutrition

Service

4. Include the nondiscrimination statement and instructions for filing a complaint in the public release and in any program information directed to parents/guardians of participants and potential participants

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1100 - Communication with the Public)

(cf. 1113 - District and School Web Sites)

***Note: CDE Management Bulletin USDA-SFSP-06-2008 states that sponsors of open sites are also required to post signage as provided in item #5 below. ***

5. Post signage, such as a banner, marquee, poster, or other large display on the exterior of the building facing the street nearest the entrance of the meal service area at each site, before the meal service begins and throughout the service time

All meals offered through the summer meal program shall meet U.S. Department of Agriculture minimum meal patterns as specified in 7 CFR 225.16 or the meal patterns required for the National School Lunch and Breakfast Programs. (42 USC 1761; 7 CFR 225.16)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

The Superintendent or designee shall submit to the CDE monthly reimbursement claims based on the number of eligible meals served.

***Note: 42 USC 1761 and 7 CFR 225.15 and 225.7 require the district to provide training for program administrative and site personnel as provided below. In addition, administrative personnel must participate in mandatory training conducted by the CDE each year before the CDE will approve the SESP agreement. ***

Program administrative personnel shall annually attend mandatory training provided by the CDE. In addition, the Superintendent or designee shall annually hold program training sessions for administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. Training of site personnel shall include, but not be limited to, the purpose of the program, site eligibility, record keeping, site operations, meal pattern requirements, and the duties of a program monitor. The Superintendent or designee shall provide training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of program administration and operation and are provided with sufficient information to carry out their program responsibilities. Each site shall have present at each meal service at least one person who has received this training. (42 USC 1761; 7 CFR 225.15, 225.7)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

***Note: In addition to the self-reviews required by 7 CFR 225.15 as described below, districts are subject to reviews by the CDE at least once every three years, and more frequently under some circumstances, in accordance with 7 CFR 225.7. ***

The Superintendent or designee shall monitor program operations by conducting site visits prior to opening a new site, during the first week of operation, during the first four weeks of operation, and then at a reasonable level thereafter. (7 CFR 225.15)

The Superintendent or designee shall retain all records pertaining to the program for a period of three years after the end of the fiscal year to which they pertain. (7 CFR 225.6, 225.15)

(cf. 3580 - District Records)

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CSBA Sample

Board Policy

Other Food Sales

BP 3554

Business and Noninstructional Operations

Note: The following policy addresses food and beverage sales outside of the district's food service/cafeteria program, including the use of vending machines and student stores as well as food sales on school premises by student and/or adult organizations. For policy addressing sales by the food service/cafeteria program, see BP/AR 3550 - Food Service/Child Nutrition Program.

***Note: All outside food sales are subject to state law regarding nutritional standards, time and location of the sale, and other conditions; see the accompanying administrative regulation. In addition, pursuant to 7 CFR 210.11 and 220.12, districts participating in the National School Lunch Program (42 USC 1751-1769) and/or School Breakfast Program (42 USC 1771-1791) are mandated to establish rules or regulations to control the sale of food in competition with the breakfast or lunch program. The federal Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004 (42 USC 1751 Note) also mandates each district participating in the National School Lunch and/or Breakfast Program to adopt a districtwide student wellness policy. See BP 5030 - Student Wellness for language fulfilling the student wellness mandate. ***

The Governing Board believes that sales of foods and beverages at school during the school day should be aligned with the district's goals to promote student wellness. Any food sales conducted outside the district's food service program shall meet nutritional standards specified in law, Board policy, and administrative regulation and shall not reduce student participation in the district's food service program.

- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 3551 - Food Service Operations/Cafeteria Fund)
- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 5030 - Student Wellness)
- (cf. 5141.27 - Food Allergies/Special Dietary Needs)

The Board authorizes the Superintendent or designee to approve the sale of foods and beverages outside the district's food service program, including sales by student or school-connected organizations, sales through vending machines, and/or sales at secondary school student stores for fundraising purposes.

- (cf. 1230 - School-Connected Organizations)
- (cf. 1321 - Solicitations of Funds from and by Students)

When vending machines are sponsored by the district or a student or adult organization, the Superintendent or designee shall determine how and where vending machines may be placed at school sites, district offices, or other school facilities.

(cf. 3312 - Contracts)

Legal Reference:

EDUCATION CODE

35182.5 Contracts, non-nutritious beverages

48931 Authorization and sale of food

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

51520 School premises; prohibited solicitations

CODE OF REGULATIONS, TITLE 5

15500 Food sales in elementary schools

15501 Sales in high schools and junior high schools

15575-15578 Requirements for foods and beverages outside the federal meals program

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

UNITED STATES CODE, TITLE 42

1751-1769h National School Lunch Act, including:

1751 Note Local wellness policy

1771-1791 Child nutrition, School Breakfast Program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

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Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

06-110 Restrictions on Food and Beverage Sales Outside of the School Meal Program, August 2006

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Associated Student Body Accounting Manual and Desk Reference, 2002

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>
California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>
National Association of State Boards of Education (NASBE): <http://www.nasbe.org>
U.S. Dept. of Agriculture, Food and Nutrition Information Center: <http://www.nal.usda.gov/fnic>

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CSBA Sample

Administrative Regulation

Other Food Sales

AR 3554

Business and Noninstructional Operations

Nutritional Standards for Foods and Beverages

Note: Effective July 1, 2007, food sales outside the district's food service program are subject to the nutritional standards specified in Education Code 49431 for elementary schools and 49431.2 for middle, junior high, and high schools. Beginning July 1, 2009, pursuant to Education Code 49431.7, schools maintaining any of grades K-12 are prohibited from selling foods containing artificial trans fat through vending machines during school hours and up to one-half hour before and after school hours. Nutritional standards for beverages sold to students are contained in Education Code 49431.5. For high schools, the beverage standards will be phased in between July 1, 2007 and July 1, 2009. Clarification and definitions of the food and beverage standards are provided in 5 CCR 15575-15578, added by Register 2008, No. 32. See AR 3550 - Food Service/Child Nutrition Program for further information regarding these standards.

Food and beverage sales outside the district's food service program shall comply with applicable nutritional standards specified in Education Code 49431, 49431.2, 49431.5, and 49431.7 and 5 CCR 15575-15578.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: Items #1-2 below are for use by districts maintaining elementary schools.

At an elementary school, the sale of foods or beverages that do not comply with the standards in Education Code 49431 and 49431.5 may be permitted, as part of a fundraising event, only when the items are sold by students of the school and the sale meets either of the following conditions: (Education Code 49431, 49431.5)

1. It takes place off and away from school premises.
2. It takes place at least one-half hour after the end of the school day.

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitations of Funds from and by Students)

***Note: The remainder of this section is for use by districts maintaining middle, junior high, and/or high schools and should be revised as necessary to reflect the type(s) of schools in the

district. ***

At a middle, junior high, or high school, the sale of food items that do not comply with the standards in Education Code 49431.2 may be permitted in any of the following circumstances: (Education Code 49431.2)

1. The sale takes place off and away from school premises.
2. The sale takes place on school premises at least one-half hour after the end of the school day.
3. The sale occurs during a school-sponsored student activity after the end of the school day.

(cf. 6145 - Extracurricular and Cocurricular Activities)

Beverage sales that do not comply with the standards in Education Code 49431.5 may be permitted at a middle or junior high school as part of a school event under either of the following circumstances: (Education Code 49431.5)

1. The sale occurs during a school-sponsored event and takes place at the location of the event at least one-half hour after the end of the school day.
2. Vending machines, student stores, and cafeterias are used later than one-half hour after the end of the school day.

Additional Requirements for Schools Participating in the National School Lunch or Breakfast Program

Note: In addition to the requirements in the previous section, schools participating in the National School Lunch and/or Breakfast Program pursuant to 42 USC 1757 or 1773 are subject to the requirements described below. This section may be adapted for use by districts not participating in the federal meal programs at their discretion.

The sale of foods outside of the district's food service program during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organization(s) sponsoring the sale. (7 CFR 210.11, 220.12)

***Note: 7 CFR 210.11 and 7 CFR 220.12 mandate that district rules and regulations prohibit the sale of foods of minimal nutritional value, as listed in Appendix B of 7 CFR 210 or Appendix B of 7 CFR 220, in food service areas during breakfast and lunch periods. ***

No foods of minimal nutritional value, as listed in 7 CFR 210, Appendix B, and 7 CFR 220, Appendix B, shall be sold in food service areas during breakfast and lunch periods. (7 CFR 210.11, 220.12)

Note: The remainder of this section reflects 5 CCR 15500-15501 pertaining to sales by student organizations. The California Department of Education advises that, in any case where these Title 5 provisions conflict with state or federal law, the stricter language would apply. For example, 5 CCR 15500 states that a student organization may only sell a dessert-type item, such as a pastry, ice cream, or fruit. To the extent that this requirement conflicts with the nutritional standards specified in Education Code 49431 or 49431.2, the Education Code provisions would supersede the Title 5 regulation.

Note: Items #1-7 below are for use by districts that maintain any of grades K-8.

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the Superintendent or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met: (5 CCR 15500)

1. The student organization shall sell only one food item per sale.
2. The specific nutritious food item is approved by the Superintendent or designee.
3. The sale does not begin until after the close of the regularly scheduled midday food service period.
4. The sale during the regular school day is not of food items prepared on the premises.
5. There are no more than four such sales per year per school.
6. The food sold is a dessert-type food, such as pastry, ice cream, or fruit.
7. The food sold is not one sold in the district's food service program at that school during that school day.

Note: Items #1-4 below are for use by districts that maintain junior high or high schools.

In junior high and high schools, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR 15501)

1. Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.
2. The specific nutritious food items are approved by the Superintendent or designee.
3. Food items sold during the regular school day are not prepared on the premises.
4. The food items sold are not those sold in the district's food service program at that school

during that school day.

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District Records

Note: The following optional policy and accompanying administrative regulation address the classification and retention of district records pursuant to 5 CCR 16020-16027 and may be modified to reflect district practice. For more information about personnel records, including the contents and retention of such records pursuant to 5 CCR 16023, see AR 4112.6/4212.6/4312.6 - Personnel Files. For additional requirements pertaining to student records, including the contents and retention of such records pursuant to Education Code 49069, 5 CCR 430-433, and the Family Educational Rights and Privacy Act (20 USC 1232g and 34 CFR 99.1-99.8); see BP/AR 5125 - Student Records. For requirements pertaining to public access to certain records in accordance with the California Public Records Act (Government Code 6251-6270), see BP/AR 1340 - Access to District Records.

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

(cf. 3440 - Inventories)

Note: 5 CCR 16020 defines a record as any paper or document which the district is required to maintain or which the district prepares or maintains as necessary to the discharge of official duty. 5 CCR 16022 requires the Superintendent or designee to annually review and classify these "records" in order to determine the length of time for which they must be retained. Depending on their content, electronic communications such as email, voicemail, and text messages may also be considered "records" and thus are subject to the same classification and retention schedule as paper documents.

Note: Code of Civil Procedure 1985.8 (the California Electronic Discovery Act) and 2031:010 make the procedural rules requiring the disclosure of documents to the opposing party in litigation applicable to electronically stored information. These state rules are similar to federal Rules of Civil Procedure adopted in 2007 that apply to actions in federal courts and which also include provisions related to electronically stored information. In general, the rules require parties in litigation to identify and disclose potentially relevant electronic information and, upon notification by district legal counsel of pending or anticipated litigation, halt the routine destruction of paper or electronic records (e.g., suspend automatic monthly erasure of back-up tapes) that could be potentially relevant (a "litigation hold").

***Note: It is important that districts have an efficient and consistent system in place for discarding those documents, including email, that are not considered "records." Such a system may help reduce storage costs and prevent unnecessary disclosure. For example, Government Code 6254 exempts from disclosure "preliminary drafts" not retained by the district. The purpose of this exemption is to allow a measure of confidentiality for pending district action. However, if preliminary drafts are not regularly discarded, then they may be considered a "record" that has been retained by the district and thus subject to disclosure under the Public

Records Act.***

Note: The following optional paragraph, which may be revised to reflect district practice, directs the Superintendent or designee to create a document management system which includes a process for the storage and destruction of electronic materials. Each district will need to do an analysis of the type of system needed based on the size of the district, number of school sites, number of employees, and the type, practice, and capability of the district's information technology system.

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0440 - District Technology Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 9011 - Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

~~***Note: Since districts collect and retain personal information of students, parents/guardians, and employees in the normal conduct of district business, it is important to establish some safeguards against unauthorized release of such personal information and to prevent crimes such as identity theft, as provided in the following optional paragraph, which may be revised to reflect district practice.***~~

In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.

The Superintendent or designee shall ensure that employees receive information about the

district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Safe at Home Program

Note: The Secretary of State's Safe at Home program creates a confidential address and mail-forwarding program for victims of domestic violence, stalking, or sexual assault. Government Code 6207 provides that, when creating a public record, the district must not include actual residences of students, parents/guardians, or employees when a substitute address is designated through the Safe at Home program. Districts are required to accept the program participation card issued by the Secretary of State and to substitute a post office box as the participant's address.

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

Note: According to the Secretary of State, a participant's confidential, actual address may only be used to establish student enrollment eligibility and for school emergency purposes. Pursuant to Government Code 6207, a participant's confidential, actual address is not a public record and should not be made available to anyone under any circumstances. See also AR 5111.1 - District Residency.

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)
(cf. 5141 - Health Care and Emergencies)

Legal Reference:

EDUCATION CODE

35145 Public meetings
35163 Official actions, minutes and journal
35250-35255 Records and reports
44031 Personnel file contents and inspection
49065 Reasonable charge for transcripts
49069 Absolute right to access

CODE OF CIVIL PROCEDURE

1985.8 Electronic Discovery Act

2031.010-2031.060 Civil Discovery Act, scope of discovery demand

2031.210-2031.320 Civil Discovery Act, response to inspection demand

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6252-6265 Inspection of public records

12946 Retention of employment applications and records for two years

PENAL CODE

11170 Retention of child abuse reports

CODE OF REGULATIONS, TITLE 5

430 Individual student records; definition

432 Varieties of student records

16020-16022 Records, general provisions

16023-16027 Retention of records

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy Act

Management Resources:

WEB SITES

California Secretary of State: <http://www.sos.ca.gov/safeathome>

District Records

Note: The following optional administrative regulation reflects classification and retention requirements for district records. For more information about personnel records, including the contents and retention of such records pursuant to 5 CCR 16023, see AR 4112.6/4212.6/4312.6 - Personnel Files. For additional requirements pertaining to student records, including the contents and retention of such records pursuant to Education Code 49069, 5 CCR 430-433, and the Family Educational Rights and Privacy Act (20 USC 1232g and 34 CFR 99.1-99.8); see BP/AR 5125 - Student Records. For requirements pertaining to public access to certain records in accordance with the California Public Records Act (Government Code 6251-6270), see BP/AR 1340 - Access to District Records.

Classification of Records

Note: Pursuant to 5 CCR 16020, only those documents that are prepared or retained as part of the discharge of official duty are considered as "records" that must be classified and retained. In addition, under the Public Records Act (Government Code 6252), a "public record" is defined as any writing relating to the conduct of district business that is prepared, owned, used, or retained by the district; see BP/AR 1340 - Access to District Records. Documents and other writings that are not prepared or used by the district in the conduct of district business are generally not considered to be "records" and thus are not subject to the requirements of this regulation.

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
 - a. Official budget
 - b. Financial reports of all funds, including cafeteria and student body funds
 - c. Audit of all funds
 - d. Average daily attendance, including Period 1 and Period 2 reports
 - e. Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition, or transactions
 - (2) Those declared by Governing Board minutes to be permanent
- (cf. 3100 - Budget)
(cf. 3452 - Student Activity Funds)
(cf. 3460 - Financial Reports and Accountability)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
2. Official Actions
 - a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
 - b. The call for and the result of any elections called, conducted, or canvassed by the Board
 - c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)
(cf. 9324 - Minutes and Recordings)

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)
(cf. 5141 - Health Care and Emergencies)
(cf. 5143 - Insurance)

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Class 2 - Optional Records

Any record considered temporarily worth keeping, but which is not a Class 1 record, may be classified as a Class 2 (Optional) record and shall be retained until it is reclassified as a Class 3 (Disposable) record. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

Electronically Stored Information

~~***Note: With the extensive use of electronic messaging, communications, and devices, such as email, text message, and voicemail, in the conduct of official district business, many records and informational materials are generated and maintained in electronic format, making it necessary for districts to design a system for easily saving and retrieving such information when needed. The following optional section contains suggestions for the handling of such electronically stored information and may be revised to reflect district practice.***~~

All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.

However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.

District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.

Note: The following optional paragraph may be revised to reflect district practice. Districts have the authority to monitor use of district-owned property and equipment, including those provided to employees to enable them to perform their duties efficiently, such as computers, cell phones, and other electronic communication devices. In such situations, an employee's expectation of privacy as it relates to the equipment is limited and the district may monitor it for appropriate use.

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 - Employee Use of Technology)

Any employee to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on effectively using the device.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

M.U.T.A.

Mesa Union Teachers' Association
3901 North Mesa School Road
Somis, CA 93066 805-485-1411

Executive Officers:

Christie Mitchell – *President*
Debbie Mayes – *Vice-President*
Charaline Maxim &
Julee Vollmert – *Co-Secretaries*
Betsy Willey – *Treasurer*

September 16, 2013

Dr. Michael Babb, Superintendent
Mesa Union School District
3901 N. Mesa School Road
Somis, CA 93066

Dear Dr. Babb:

The Mesa Union Teachers' Association hereby presents its initial proposal for a successor collective bargaining agreement to the Mesa Union School District. We propose to open the following articles and appendix:

II Recognition

XI Hours

XII Leaves

XIV Teaching Assignments

XVI Salary

Appendix Salary Schedule Guidelines

Our bargaining team looks forward to working with you and the Board of Trustees in the upcoming year.

Sincerely,



Christie Mitchell
MUTA President



Board of Trustees:

Noel Camanag
Rick Murray
Susan Nemets
Steven Sullivan
Judith Thielemann

Superintendent

Dr. Michael Babb
Principal
Ryan Howatt

"We teach students to create, connect, and collaborate—for life!"

TO: Ms. Christie Mitchell, President
Mesa Union Teachers' Association

FROM: Dr. Michael Babb, Superintendent
Mesa Union School District

DATE: September 13, 2013

RE: Initial Successor Contract Proposal

The Mesa Union School District ("District") hereby presents its initial proposal for a successor collective bargaining agreement to the Mesa Union Teachers' Association ("Association"). This proposal is submitted pursuant to the Educational Employment Relations Act, Government Code section 3547, and incorporates the specific articles that the District wishes to include in its successor contract negotiations with Association.

ARTICLE VII: NEGOTIATIONS PROCEDURES

ARTICLE XI: HOURS

ARTICLE XII: LEAVES

ARTICLE XIII: CLASS SIZE

- Update to reflect current Class Size Reduction Program regulations

ARTICLE XVI: SALARY

ARTICLE XVII: EMPLOYEE BENEFITS

- Update references to health plans

ARTICLE XX: SCHOOL CALENDAR

ARTICLE XXII: PEER ASSISTANCE AND REVIEW PROGRAM

APPENDIX: SALARY SCHEDULE GUIDELINES

The District proposes that any article not listed above remain status quo and be included as is in the parties' successor contract.



Board of Trustees:

Noel Camanag
Rick Murray
Susan Nemets
Steven Sullivan
Judith Thielemann

Superintendent

Dr. Michael Babb
Principal
Ryan Howatt

"We teach students to create, connect, and collaborate—for life!"

DATE: September 17, 2013
TO: MUSD Board of Trustees
FROM: Dr. Michael Babb, Superintendent
RE: Common Core State Standards Spending Plan

Background

The 2013-14 State Budget provides one-time funds to support implementation of the Common Core State Standards. This new funding is provided to support the following activities:

- Professional development for teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards adopted pursuant to California Education Code (EC) sections 60605.8, 60605.11, 60605.85, and 60811.3.
- Instructional materials aligned to the academic content standards adopted pursuant to EC sections 60605.8, 60605.85, 60605.11, and 60811.3 including, but not limited to, supplemental instructional materials as provided in sections 60605.86, 60605.87, and 60605.88.
- Integration of these academic content standards through technology-based instruction for purposes of improving the academic performance of pupils, including, but not necessarily limited to, expenditures necessary to support the administration of computer-based assessments and provide high-speed, high bandwidth Internet connectivity for the purpose of administration of computer-based assessments.

Funds must be spent by July 1, 2015. As a condition of receiving the funds, a spending plan must be presented at a public meeting of the governing board and then approved at a subsequent public meeting of the governing board.

Funding

The amount of one-time funds is approximately \$132,600.00, or \$200 per student, based on 2012-13 enrollment.

Planned use of funds

Mesa Union School District's goal is to prepare staff to support student learning of the Common Core. Part of this work entails administering the Common Core State Standards, including formative and summative assessments, through computers. The district needs to build the necessary infrastructure, purchase devices and provide professional development so teachers can help students use these devices.

Funds will be used during the 2013-14 and 2014-15 school years to support the following activities:

- Provide CCSS training to teachers and administrators through Ventura County Office of Education
- Provide SCWriP training in CCSS writing strategies
- Adopt and secure CCSS-aligned instructional materials
- Upgrade technology infrastructure that supports Smarter Balanced Assessment
- Purchase devices and software for technology-based assessment and instruction

The following chart itemizes approximate costs necessary to support those activities:

<i>Proposed Expenditures</i>	<i>Estimated Cost</i>
<i>Site Specific Technology</i>	<i>\$ 62,600</i>
<i>Professional Development</i>	<i>\$ 40,000</i>
<i>Instructional Materials</i>	<i>\$ 30,000</i>
<i>Total Expenditures</i>	<i>\$ 132,600.00</i>

Mesa Union School District requests the approval of the estimated expenditures for the Common Core State Standards Implementation Funding.